DOCUMENT RESUME

ED 453 374 CE 081 776

TITLE	Guidelines for the Administration and Accreditation of the Standardized Craft Training Process. Sixth Edition.
INSTITUTION	National Center for Construction Education and Research, Gainesville, FL.
PUB DATE	2001-01-00
NOTE	100p.; Affiliated with the University of Florida.
AVAILABLE FROM	National Center for Construction Education and Research, P.O. Box 141104, Gainesville, Florida 32614-1104. Tel: 352-334-0911; Fax: 352-334-0932; Web site: http://www.nccer.org. For full text: http://www.nccer.org/PDF/execsumm.pdf.
PUB TYPE	Guides - Non-Classroom (055) -- Tests/Questionnaires (160)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	Academic Achievement; Academic Standards; *Accreditation (Institutions); Accrediting Agencies; Annual Reports; Budgeting; *Building Trades; Construction (Process); Curriculum; Educational Benefits; Educational Facilities; Educational Objectives; Enrollment; Guidelines; Information Dissemination; Institutional Evaluation; Job Training; Master Teachers; *National Curriculum; National Organizations; *National Standards; Partnerships in Education; Postsecondary Education; *Program Administration; Program Costs; Program Evaluation; Program Implementation; Quality Control; Questionnaires; Recognition (Achievement); Recordkeeping; Records (Forms); School Business Relationship; Self Evaluation (Groups); Student Certification; Student Evaluation; Substance Abuse; Teacher Certification; Testing; *Trade and Industrial Education; Training Methods; Vocational Education Teachers
IDENTIFIERS	Site Visits; Standardization; *Standardized Curriculum; Training Sponsors

ABSTRACT

This document contains guidelines for the administration and accreditation of the standardized craft training process that was developed by the National Center for Construction Education and Research (NCCER) in partnership with various sectors of the construction and maintenance industries. The following are among the topics discussed in Chapters 1-9: (1) general history, purpose, and philosophy of the standardized training process; (2) terms and definitions; (3) sponsorship eligibility and responsibilities (craft training program eligibility for accreditation, responsibilities of sponsors and craft training units, the accredited training unit process); (4) instructor certification (master trainer and craft instructor certification, restricted certification, testing out for craft instructor certification); (5) training participants (enrollment, academic progress); (6) program operation (curriculum, facilities and services, security of tests, safety, drugs, substance abuse, alcohol and firearms, program evaluation; budgeting and cost control), (7) record keeping requirements, (8) recognition, and (9) the NCCER accreditation process (purposes of accreditation, the accreditation process, conducting an accreditation site visit, reaccreditation, accreditation costs, complaints, enforcement of accreditation, board of trustees decisions). The following

Reproductions supplied by EDRS are the best that can be made
from the original document.

items are appended: a copy of the self-assessment document; suggested guidelines for accreditation site visits and an accreditation visitor questionnaire; and an accreditation process flowchart. Concluding the document are 10 forms including: Stardardized Craft Training Process Registration and Release Form, the Registration of Craft Institute Certification Form and the Application of Accredited Training Unit form. (MN)

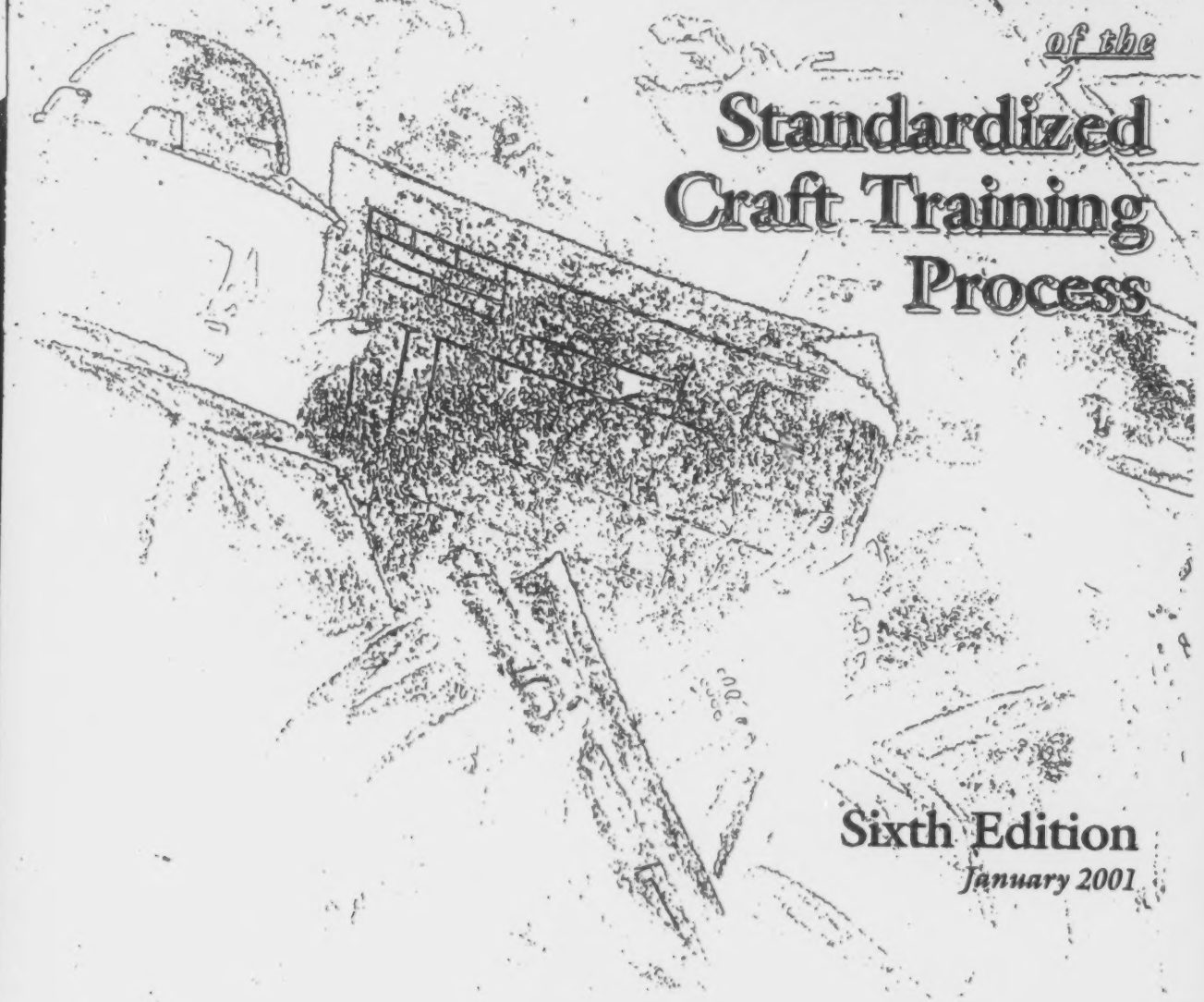
Reproductions supplied by EDRS are the best that can be made
from the original document.

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☐ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY
K. Morauer
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
1

ED 453 374

Guidelines *for the* Administration *and* Accreditation *of the* Standardized Craft Training Process



Sixth Edition
January 2001

CE081716

NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH
Affiliated with the University of Florida

BEST COPY AVAILABLE

2001 BOARD OF TRUSTEES

Peter Wert, Chairman
Haskell Lemon Construction Company

David Bush, Vice-Chairman
Adena Corporation

Gary Vos, Past Chair
Dan Vos Construction Company

Frank Erichson
Becon Construction Company

Ted Kennedy
BE & K

Steve Hoech
Zachry Construction Corporation

Steve Massie
Jack L. Massie Construction

Steve Satrom
Air Products and Chemicals, Inc.

John Chapin
Willmar Electric Services, Inc.

Andrew Mayts
Matricciani Company

Don Warren
Suitt Construction Company

Doug Pruitt
Sundt Companies, Inc.

Earl Massner
Procter & Gamble

Dennis Calton
Kellogg Brown & Root, Inc.

Henry Kelly
Austin Industrial

Mike Schneider
Baker Concrete

Bill Downey
L.A. Downey & Sons

Jim Sanders
Sander's Brothers, Inc.

Joe Michels
Johnson Brothers

Tom S. Davenport
Davenport, Holiday & Spring

Robert Cox
University of Florida

Notice

The National Center for Construction Education and Research (NCCER) was incorporated in 1996.

Disclaimer

The National Center for Construction Education and Research's accreditation process is designed solely to achieve the purposes set forth in this document. NCCER does not claim or intend to certify the compliance of any craft training program, sponsor, or employer with any state or federal law, including, but not limited to, any law relating to apprenticeship or training, equal employment opportunity, education, or any other applicable statute.

Approvals by the NCCER Board Of Trustees

July, 1993 - Original

November, 1994 - First Edition

November, 1995 - Second Edition

October, 1997 - Third Edition

December, 1998 - Fourth Edition

January, 2000 - Fifth Edition

January, 2001- Sixth Edition

Sixth Edition

Copyright © 1996 National Center for Construction Education and Research

P.O. Box 141104

Gainesville, FL 32614-1104

Phone: 352-334-0911

Fax: 352-334-0932

4

Table Of Contents

Executive Summary 1

Chapter I — Introduction 3

I.1. General History 3
I.2. General Purpose 3
I.3. Philosophy 4
I.4. Benefits of Training 5

Chapter II — Terms and Definitions 7

Chapter III — Sponsorship Eligibility and Responsibilities 11

III.1. Introduction 11
III.2. Craft Training Program Eligibility for Accreditation 11
III.3. Responsibilities of Sponsors 11
III.4. Responsibilities of the Craft Training Unit 12
III.5. Sponsored Accredited Training Unit Process 12
III.6. Accredited Training Unit Process 14

Chapter IV — Instructor Certification 19

IV.1. Master Trainer Certification 19
IV.2. Craft Instructor Certification 19
IV.3. Restricted Certification 20
IV.4. Welding Instructors 21
IV.5. Testing Out for Craft Instructor Certification 22
IV.6. Exceptions 22
IV.7. Master Craft Instructor Certification 22

Chapter V — Training Participants 25

V.1. Enrollment 25
V.2. Academic Progress 25

Chapter VI — Program Operation 27

VI.1. Curriculum 27
VI.2. Facilities and Services 28
VI.3. Security of Tests 28
VI.4. Safety 28
VI.5. Drugs, Substance Abuse, Alcohol, and Firearms 28
VI.6. Program Evaluation 28
VI.7. Budgeting and Cost Control 28
VI.8. Revised Module Designation Numbers and the Recognition of Older Material 28

Chapter VII — Recordkeeping Requirements 31

VII.1. Application for Training Program Sponsorship 31
VII.2. Annual Report Form 31
VII.3. Training Records 31
VII.4. Release of Information 31
VII.5. Other Requirements 32
VII.6. Updating Sponsor and Sponsor Related Information 32

Chapter VIII — Recognition 35

VIII.1. Craft Training Sponsor 35
VIII.2. Master Trainer 35
VIII.3. Craft Instructor 35
VIII.4. Trainee 35
VIII.5. Accreditation Visitor 35

Chapter IX — The NCCER Accreditation Process 37

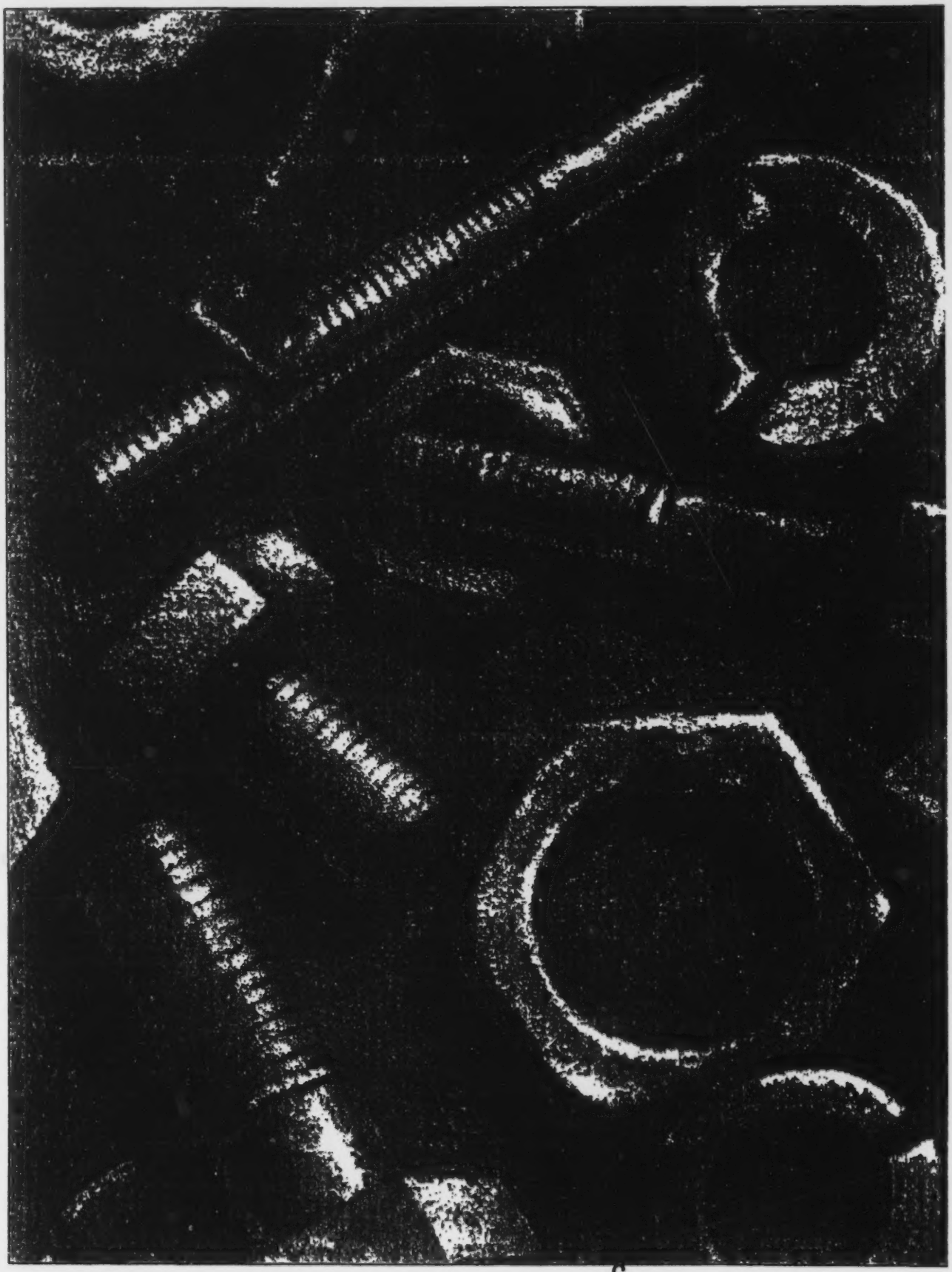
IX.1. Introduction 37
IX.2. Purposes of Accreditation 37
IX.2.1. Disclaimer 37
IX.3. Eligibility 37
IX.4. The Accreditation Process 37
IX.4.1. Completing and Submitting the Application For Initial Accreditation 37
IX.4.2. Conducting a Self-Assessment 38
IX.4.3. Review of Self-Assessment Document and Visiting Team Report For Initial Accreditation 38
IX.4.4. Board of Trustees Final Decision 38
IX.4.5. Conducting an Accreditation Site Visit 38
IX.4.6. Accreditation Levels 39
IX.4.7. Submitting Annual Reports 39
IX.4.8. Applying for Re-Accreditation 39
IX.4.9. Probation 40
IX.4.10. Costs of Accreditation 40
IX.5. Complaints 41
IX.6. Enforcement of Accreditation Guidelines and Non-Compliance 41
IX.6.1. Enforcement of Accreditation: Change of Organization or Ownership Status of a Sponsor or Sponsor Candidate 42
IX.7. Board of Trustees Decision 43

Appendix 1 — A Copy of the Self-Assessment Document 45

Appendix 2 — Suggested Guidelines for Accreditation Site Visits 53

Appendix 3 — Accreditation Process Flow Chart 59

Forms Section 61



EXECUTIVE SUMMARY

The National Center for Construction Education and Research (NCCER) is a non-profit 501(c)(3) education foundation serving the construction and maintenance industries. NCCER is supported by major trade associations, contractors, and industry sponsors.

Working in partnership with various sectors of the construction and maintenance industries, NCCER has dedicated itself to developing and maintaining a training process which is nationally recognized, standardized, portable, and competency-based.

NCCER has developed specific training standards and criteria for the operation of sponsoring organizations in order to ensure that trainees receive a quality education.

Both quality and standardization of NCCER training is accomplished through a formal accreditation process typically found in institutions of higher learning.

The purpose of this document is to provide clear guidelines for the administration and accreditation of NCCER's standardized training programs.

In overview, Chapters I, II, and III provide background information, terms, definitions, and specific information on sponsorship eligibility and responsibilities. General program requirements and principles of conduct for the sponsor are clearly set forth in these chapters.

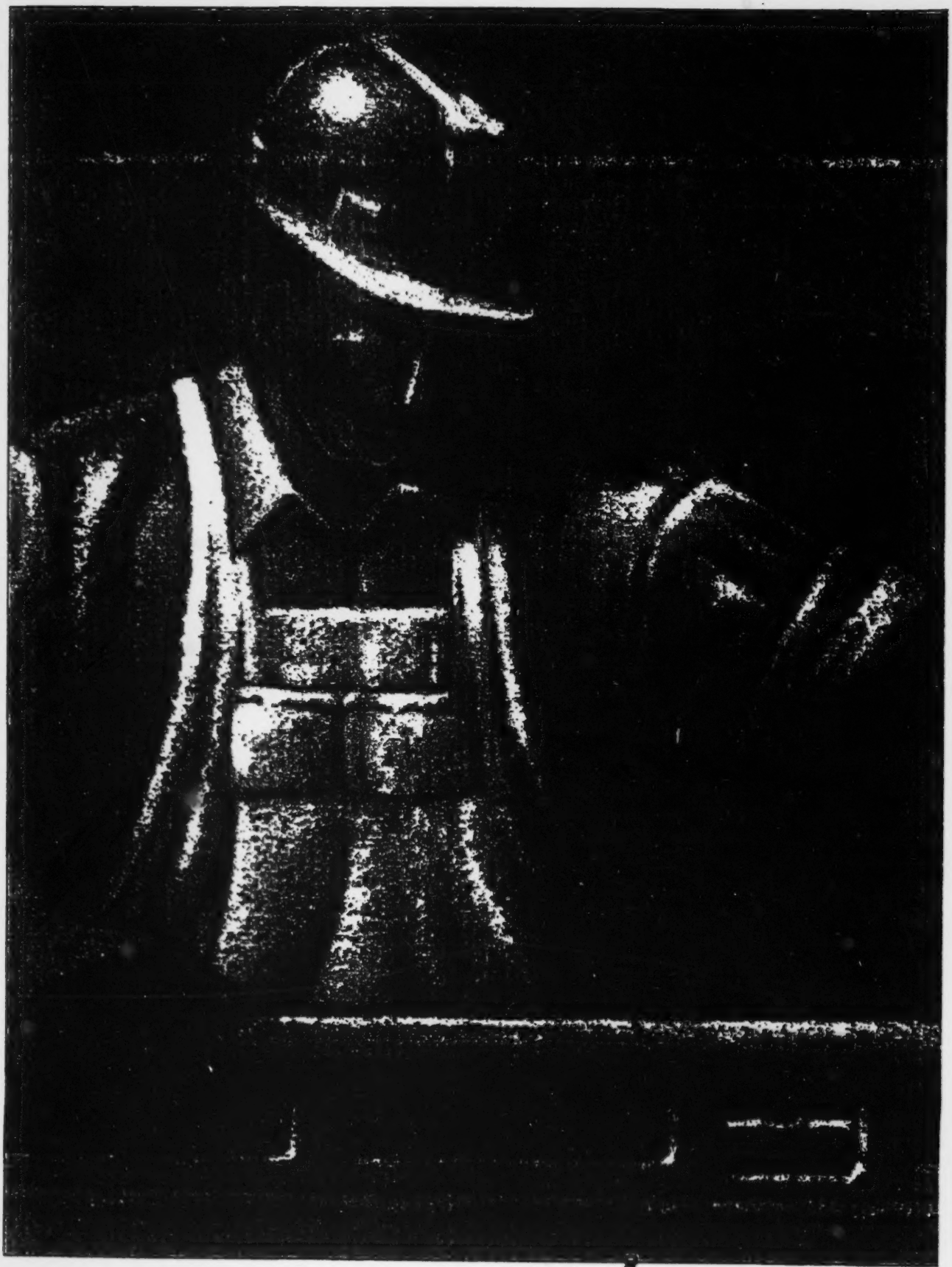
Chapters IV through VIII illustrate the instructional components of the standardized training process. To ensure the quality of industry-standardized training, details are specified for instructor qualifications and certification. These sections outline sponsor responsibilities to trainees, admission, and enrollment information. Information is presented on curriculum design, academic standards, facility, and record-keeping requirements. The sponsor's roles and responsibilities are set forth in the body of these chapters and should be examined carefully.

Chapter IX describes the accreditation process. This information is of vital importance to the sponsor. It describes eligibility requirements, the self-assessment process, accreditation levels, accreditation site visits, costs, and the re-accreditation process.

The Appendices contain a copy of the Self-Assessment Document to assist candidates in preparing for accreditation, a set of guidelines for accreditation site visits, and a flow chart of the accreditation process.

At the end of this document, the Forms Section includes copies of all forms, with the exception of the Self-Assessment Document, used in the process. Sponsor candidates preparing their Self-Assessments should contact NCCER's Accreditation Department for a computer disk and "hard" working copy of the Self-Assessment Document.

When considering application for sponsorship, the candidate should examine these Guidelines in detail. This examination will assist the candidate organization in determining its capability to meet and sustain the conditions of NCCER's national standardized training process.



CHAPTER I

INTRODUCTION

I.1. - GENERAL HISTORY

The concept of a standardized craft training program for the construction and maintenance industries began early in 1990. The driving force behind the effort was the realization that the construction industry would soon face a severe shortage of skilled workers and that this problem was not being addressed in a comprehensive and coordinated fashion.

This is not to say that the industry was not training. Many industry associations had construction training programs and a number of major contractors ran excellent in-house programs.

From the craftspersons' perspective, however, the multitude of curricula and training methods caused a severe lack of training portability within the construction and maintenance industries. From the perspective of the individual training organization, the cost of developing and maintaining multiple programs, all teaching similar skills, was simply not feasible.

In late 1990, leading industry representatives and senior executives from eleven major contractors began initial discussions first to establish whether or not standardized curriculum development was even possible, and, if so, to develop a nationally recognized standardized craft training program for the construction and maintenance industries.

The chief executive officers of the companies agreed to proceed. A study was conducted on the feasibility of developing standardized training curricula in five key crafts: electrical, instrumentation, millwright, pipefitting, and welding. In addition to these crafts, the study also considered development of a Core Construction Skills curricula, a new Train the Trainer program, and the development of policies and procedures for the creation of a national accreditation program for the construction and maintenance industries.

Early in 1991, industry representatives presented the results of the feasibility study to the chief executive officers and they agreed to proceed. As part of the arrangement, each participating company released copyrights for existing training materials, provided subject matter experts for the development of new competency-based training curricula, and donated funds to support the writing, editing, and standardization of the materials.

The Standardized Craft Training Process began its pilot year in August, 1992. At that time, the first group of Master Trainers were certified. In turn, the Master Trainers certified the initial group of Craft Instructors. At the same time, the first level of training materials for the crafts mentioned above were published. This period in 1992 also saw creation of the National Registry and registration of the first participants from construction and maintenance craft training programs throughout the United States. In that same year, the accreditation process for program administration was developed and in early 1994, initial sponsors were accredited.

In 1995, the National Center for Construction Education and Research was incorporated to continue to develop, maintain, and administer the accreditable craft training process in partnership with the various sectors of the construction and maintenance industries. The NCCER's mission continues to develop through its delivery of Management, Safety, Career Development and National Craft Assessment Programs.

I.2. - GENERAL PURPOSE

A major characteristic of any profession is the specialized knowledge and abilities essential to the performance of its work. To help ensure that the construction industry has a skilled workforce, NCCER established a portable, competency-based, standardized training process. The goal of the process is to provide standardized training for the

construction and maintenance industries in order to prepare individuals for gainful employment and long term career opportunities.

I.3. - Philosophy

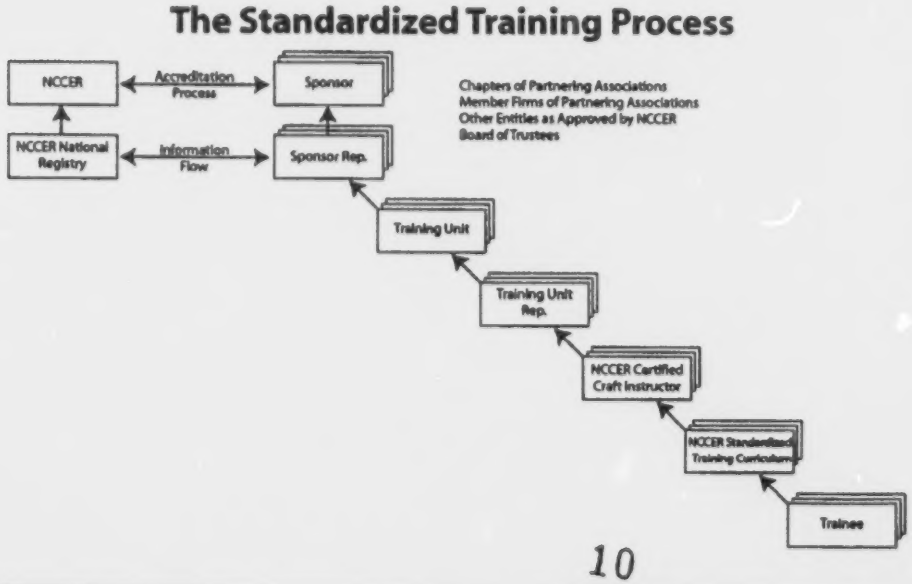
Recognizing the construction industry's responsibilities to the general public and its effect on the economy and society, NCCER is dedicated to developing and maintaining an accreditable standardized craft training process in partnership with the various sectors of the construction and maintenance industries. A schematic overview of the process is shown below.

This process is available without discrimination due to race, color, religion, national origin, gender, age, veteran status, disability, or any other reason prohibited by local, state, and/or federal law.

The process develops specialized skills and knowledge required of craftworkers employed in the construction and maintenance industries.

The training process itself is portable meaning that the skills and knowledge learned can be transferred from one project to another, from state to state, and also among various types and sizes of companies. The standardized craft training process is also flexible; it can be conducted in various locations, such as local chapters of partnering trade associations, facilities of partnering companies, secondary and post-secondary vocational and technical schools, project sites, and plants. Finally, the process by virtue of its modular format encourages cross-training and multi-skilled training opportunities.

NCCER accreditation of training programs will greatly assist construction craft training in the United States by establishing a minimum quality benchmark for training. This process will assist training organizations in developing and/or improving standardized training programs which effectively match their resources and operating conditions while responding to the needs of the industry. In addition, the accreditation process will recognize training organizations that meet the minimum standards of competence, warranting public and professional confidence. This in turn will foster national unity in construction and maintenance craft training and practices for the mutual benefit of the individual, the industry, and society.



I.4. - Benefits Of Training

The following points provide the practical basis for the NCCER standardized training process:

- As U.S. industries compete more fiercely for fewer qualified workers, a professional, accredited training program that offers a clearly defined career path will attract and retain high caliber workers.
- In today's highly competitive markets, clients demand increased project quality, and only those contractors with a trained and skilled workforce capable of meeting that demand will succeed.
- Standardized training will create a national pool of construction and maintenance workers with identifiable and portable skills.
- Craft training improves productivity which increases profitability.
- Standardized training will establish construction and maintenance as industries with credible career opportunities rather than just jobs.
- Career paths defined through standardized training will improve the image of the construction and maintenance industry.
- Corporate commitment to improving worker skills and professionalism increases employee loyalty and motivation, while cutting absenteeism and turnover.
- Construction and maintenance users, OSHA, EPA, etc., no longer tolerate contractors with unsafe, unskilled workers, and are holding employers liable for failing to train their employees.
- Corporate commitment to training clearly demonstrates a commitment to quality management, providing a critical competitive edge.
- A professional, highly trained workforce increases overall client satisfaction, thereby increasing the potential for repeat business.
- Trained workers are more capable of identifying potential problems and making innovative, cost-reducing solutions.
- The standardized craft training process provides an industry-wide standard of recognition, career advancement opportunities, and a personal sense of accomplishment and pride for workers.
- Contractors who train have the competitive advantage.

These benefits result in improved productivity, reduced accidents and, in turn, more cost-effective construction and maintenance.

CHAPTER II

TERMS AND DEFINITIONS

The following terms are found throughout this document. Their definitions are provided to ensure consistency of understanding and use.

Accreditation - Confirmation and recognition by the National Center for Construction Education and Research of construction and maintenance training programs which meet established minimum standards and criteria.

Accreditation Process - A voluntary process whereby a sponsor's training program is evaluated as to meeting and adhering to NCCER accreditation standards and criteria.

Accreditation Visitors - Individuals who visit and audit sponsor candidates in accordance with NCCER procedures for conducting an accreditation site visit.

Accredited Training Unit - An educational training entity whose program is accredited under NCCER sponsorship and oversight where accredited Sponsors and Sponsor Candidates do not exist.

Accrediting Body - The Board of Trustees of the National Center for Construction Education and Research which has the final authority for all accreditation actions.

Appeal Process - A process established to resolve conflicts in accordance with NCCER accreditation procedures.

Board of Trustees - The governing body of the National Center for Construction Education and Research.

Candidate - A sponsor who has correctly applied for but not yet received accreditation of its training program. A sponsor may be in candidate status for up to eighteen months.

Certification - The confirmation and recognition of the successful completion of training for the Craft Instructor and/or Master Trainer. Certification applies only to Craft Instructors and Master Trainers.

Competency-Based - An instructional process where the trainee acquires predetermined measurable skills and knowledge at his or her own pace.

Co-Sponsorship - Joint training conducted by two or more existing accredited training programs/sponsors or candidate sponsors.

Course Map - A graphic representation showing the sequence of the NCCER's Standardized Craft Training modules to be completed within a level.

Craft Instructor - An individual certified in accordance with the NCCER Instructor Certification Training Program (ICTP) and thereby authorized to teach craftspeople.

Craft Training Program - Task training, apprenticeship programs, upgrade training, cross-training, multi-skills training, and other types of construction and maintenance training.

Craftworker - Trainees, apprentices, and others engaged in construction and maintenance activities.

Guest Instructor - A non-certified individual presenting information contained in the approved training material and consistent with the training objectives, such as a building inspector, material vendor, or OSHA official.

Level - A predetermined number of NCCER Standardized Craft Training task modules designed and sequenced to form approximately one year of training and/or a minimum of 144 hours of instruction.

Master Trainer - An individual who has been certified in accordance with the NCCER Instructor Certification Training Program (ICTP) for Master Trainers and who is authorized to train craft instructors.

Module - A single instructional unit in NCCER's standardized construction and maintenance curricula. A module is also the smallest instructional unit that can be completed and recognized under NCCER's Standardized Craft Training Process.

National Center for Construction Education and Research (NCCER) - A non-profit educational foundation serving the construction and maintenance industries. NCCER is responsible for the design, implementation, control, and evaluation of the standardized craft training process nationwide. In addition, NCCER designs and conducts safety, management education, and training programs. It also develops and implements industry image enhancing programs as well as conducting practical, industry-related training and education research.

National Craft Assessment and Certification Program (NCACP) - A national program developed by NCCER to assess the journey-level knowledge and skills of craftworkers, provide task-specific feedback for knowledge upgrade training, and certify a participant's successful performance on knowledge or written and skill components of the assessment process. Additional information can be found in the NCACP's Policy and Procedures guide.

National Registry - A database maintained by the National Center for Construction Education and Research which lists the names of the individuals who have successfully completed NCCER's standardized construction and maintenance curricula task modules, the NCCER Master Trainer Process, the NCCER Instructor Certification Training Program, Accreditation Visitor Training, Career Development Institute, and/or other NCCER approved training and education.

NCCER's Standardized Construction and Maintenance Curricula - A series of competency-based, task-driven construction and maintenance craft training programs developed by the National Center for Construction Education and Research. (Also known as the *Wheels of Learning*.)

Performance Evaluator - An individual who meets the minimum requirements of a craft instructor and has successfully completed modules 1, 6, and 9 of the ICTP. Classified in the NCCER Registry as Performance Evaluators they are authorized to administer module performance tests in their particular craft.

Performance Test - A hands-on demonstration which measures the craftworker's ability to perform the skills covered in a module.

Registrar - The individual designated by NCCER to perform specific registration activities of the National Registry.

Restricted Craft Instructor - An individual who is recognized by a sponsor as having demonstrated competence in a particular subject and has successfully completed the entire ICTP, except in the case of a Performance Evaluator as described above. This individual may teach a module or evaluate performance in that subject area.

Sponsor - Local chapters of partnering trade associations, member firms of partnering trade associations, and other entities approved by NCCER as having an accredited craft training program and/or designated approval of NCCER Safety and Management programs.

Sponsored Accredited Training Unit - A training unit under an accredited sponsor that has completed an approved process for recognition of its training program and is therefore accredited in addition to the accreditation of its Sponsor. Designed to assist schools in obtaining funding based on formal recognition, it is open to all training units who meet the established criteria of the process.

Sponsor Representative - The person or persons authorized by the sponsor to be the primary liaison between the sponsoring organization and NCCER.

Testing Out - Craftworkers may successfully complete each task module by passing both the written and performance tests.

Third Party - An entity, which is not eligible for accreditation, engaged by a sponsor to provide training, such as a secondary school, community college, or training company.

Training Completion Packet - A packet containing a trainee's NCCER Standardized Craft Training transcript, Training Completion Certificate, Wallet Card, and Recognition Letter which is sent to the trainee's Sponsor upon the completion of an NCCER Standardized Craft Training level. The Sponsor then will forward the packet to the trainee according to the Sponsor's procedures.

Training Unit - A sponsor training site that has a dedicated "training unit representative" who fully administers the training program at the site and processes NCCER paperwork for submission to the sponsor.

Training Unit Representative - The individual authorized by the sponsoring organization to be the liaison between the training unit and the sponsor representative.

Transcript - An official NCCER document which records successful completion of NCCER approved Standardized Training.

Written Test - A written examination which evaluates the student's or trainee's knowledge of the content of an NCCER Standardized Constuction and Maintenance Curricula module.

CHAPTER III

SPONSORSHIP ELIGIBILITY AND RESPONSIBILITIES

III.1. - INTRODUCTION

Formal recognition of a standardized craft training program will only be extended to a program that is operating under an NCCER approved sponsor. Sponsors may include the following:

- Chapters of partnering trade associations
- Member firms of partnering trade associations
- Other entities approved by NCCER

All sponsors must be approved by NCCER. It is recognized that training units differ in size and scope. Each sponsor's program will be evaluated on its own merit in accordance with NCCER Accreditation Standards and Criteria, and on the sponsor's ability to meet local training needs. Training units will be designated by their sponsors.

Sponsors may use the services of other sponsors or serve as co-sponsors of a program. The training program sponsor may engage the services of a third party for the delivery of training. Examples of third parties include secondary and post-secondary vocational/technical schools, community colleges, or training companies. If the sponsor engages a third party, the standards and criteria contained in this document shall apply to the training provided by the third party. In all cases, the responsibility of adhering to the accreditation standards and criteria remains with the NCCER approved training program sponsor.

III.2. - CRAFT TRAINING PROGRAM ELIGIBILITY FOR ACCREDITATION

To be considered for accreditation a potential sponsor must:

1. have the resources needed to effectively conduct craft training, and
2. use the NCCER's Standardized Construction and Maintenance Curricula, and
3. use certified Craft Instructors in accordance with the policies set forth in this document and the NCCER Guidelines, and
4. apply for accreditation by submitting the NCCER *Preliminary Application For Training Program Sponsorship, Form 100* and a retainer to be used for reimbursement of the direct costs of the accreditation visitors. The *Form 100* is located in the Forms Section of this document.

Upon acceptance of the application, the sponsor will be awarded Candidate status and will be provided with documents to assist them in the preparation for accreditation. Initial accreditation will be considered upon submittal of a completed Self-Assessment Document (SAD). This is to be accomplished within eighteen months.

Accreditation or removal of accreditation shall remain the sole right of the NCCER Board of Trustees.

III.3. - RESPONSIBILITIES OF SPONSORS

The sponsor's training units shall have clearly established lines of authority and responsibility as well as adequate resources to achieve the goals of the craft training unit(s). Adequate financing for the training unit is a requirement and an indication of sponsor support for the program.

Every sponsor will have a representative or representatives who will be the formal liaison between the sponsoring organization and NCCER. The sponsoring organization must adhere to the NCCER's accreditation policies and procedures.

To maintain accreditation, the sponsor must submit an annual report using the NCCER standard

format, *Form 103-Guidelines for the Preparation and Submission of Annual Reports* (see the Forms Section). The annual report will cover the calendar period January 1 through December 31 and must be submitted to NCCER by February 1. Failure to do so will result in the loss of accreditation.

III.4. - Responsibilities Of The Craft Training Unit

The training unit representative must be qualified and empowered by the sponsor organization with sufficient authority, support, and time to accomplish the unit's goals and objectives. The training unit representative will be the formal liaison between the training unit and sponsor representative. The organizational structure of the training unit should encourage communication, cooperation, coordination, and interaction among the training unit representative, instructors, and trainees. The training unit representative should encourage continuing education of instructors.

It is important that the craft training unit have a well defined organization in order to achieve its stated goals and objectives. In addition, its training policies and procedures must be consistent with those contained in the NCCER accreditation guidelines. The training unit representative, instructors, and trainees must be made aware of, and must adhere to the standards and criteria contained in this document.

III.5. - Sponsored Accredited Training Unit Process

NCCER Accredited Sponsors have the opportunity to formally recognize their training units utilizing the *Form 105-Accredited Training Unit Self-Assessment Document* to create an NCCER recognized "Sponsored Accredited Training Unit."

A collateral benefit of this policy will be to assist schools in obtaining funding based on formal recognition by a national accreditation body.

Sponsored Accredited Training Units (SATU) may include the following:

- Secondary and post-secondary schools
- Vocational and Technical schools
- Contractors and other entities as deemed appropriate by NCCER.

To apply for Training Unit accreditation, the SATU candidate must follow NCCER standards for the Training Unit Accreditation Process, which include:

1. the resources needed to effectively conduct craft training and provide the Sponsor with a statement of same using the *Form 105-Accredited Training Unit Self-Assessment Document*, and
2. use NCCER's standardized construction and maintenance curricula or test all students for completion using the written and performance tests found in each module of NCCER's Standardized Construction and Maintenance Curricula, and
3. use certified craft instructors in accordance with the policies set forth in this document and the NCCER Guidelines, and
4. apply for accreditation by submitting the NCCER *Preliminary Application For Training Unit Accreditation, Form 104* and the application fee. A retainer may be requested by the sponsor to be used for reimbursement of the direct costs of the accreditation visit. The *Form 104* is located in the Forms section of this document.
5. Since the training unit is applying for accreditation under an existing sponsor, all forms and retainers shall be submitted to the sponsor. **However it is the responsibility of the Sponsor to notify NCCER within 10 days of the application date by forwarding a copy of *Form 104* and the application fee to the NCCER's Accreditation Department. Concurrent with this notification, the**

Sponsor should provide the NCCER with the details of its accreditation procedures which must be consistent with NCCER *Guidelines*. (This requirement will be waived if the Sponsor should accredit additional training units and its current policy is on file with the NCCER.)

As part of the accreditation process, the SATU Candidate shall complete the *Form 105-Accredited Training Unit Self-Assessment Document*. Included in the Self-Assessment, the Training Unit Candidate will be expected to provide the following information:

- A history of its training program.
- A procedure for linking its program through the Sponsor to the industry. This procedure should include provision for industry oversight, consultation, and continuing support of the candidate's program will be mandatory.
- The above procedure shall provide an effective method for linking its trainees to potential employers.
- A policy that provides the opportunity for post-secondary training that will allow trainees to continue and finish their craft training upon completion of their secondary education (applicable to secondary educational units).
- A policy that provides for recognition of previous training and provides a method for verifying previous experience through "testing out" (applies to post-secondary schools and organizations, and must comply with NCCER procedures).
- A policy that encourages the opportunity for continued training of trainees upon employment in the industry.

The duration of candidate status for a Sponsored Accredited Training Unit (SATU) shall be for a period no longer than 18 months, from the date of application, during which the SATU candidate shall complete and submit its formal *Self-Assessment Document* to the Sponsor. A copy of the *Self-Assessment Document* shall be provided to NCCER together with Sponsor's policies for Accreditation, no later than 10 days after receipt of the original from the Training Unit. NCCER will review and approve the policies or return to the Sponsor for revision as needed. No accreditation can be granted prior to approval of the Sponsor's policies and review of the SATU's *Self-Assessment Document* by the NCCER.

During the time the SATU is in candidate status, it shall certify instructors and register successful completion of training with NCCER through procedures established with its Sponsor. At this time, the sponsor may establish procedures that will enable the SATU to report training directly to the NCCER. Should accreditation not be granted, the status of the SATU's registrations will be determined by the NCCER.

To maintain accreditation or candidate status, the SATU must submit an annual report using the NCCER standard format (see the Forms Section).

The annual report will cover the academic period of the previous year and must be submitted to the SATU's Sponsor in accordance with the Sponsor procedures. Appropriate details of this report shall be included in the Sponsor's Annual Report to NCCER. Failure to do so could result in the loss of accreditation or candidate status. Emphasis and evaluation shall be placed on the SATU's on-going efforts to maintain and further develop credible and effective industry linkage.

The accreditation period for a Sponsored Accredited Training Unit (SATU) will be for a period of no longer than 36 months from the date of accreditation. To obtain renewal of accreditation, the SATU will be expected to maintain industry linkage and oversight of its program within the Sponsor's Guidelines. The SATU should utilize the resources and support of its Sponsor to assist in this process as needed.

While NCCER will provide the Sponsor with assistance in establishing its accreditation and administration, it is the Sponsor's responsibility to provide NCCER with verifiable demonstration of its own oversight of its SATU programs.

Should the SATU be unable to maintain an effective program, in compliance with NCCER and Sponsor Guidelines, it shall provide the Sponsor with a detailed explanation of its efforts during that time, and a plan, to correct problems noted during the following 12-month period. The Sponsor must provide a copy of this explanation to NCCER within 10 days of receipt. The Sponsor and NCCER will evaluate the SATU's explanation and on-going plan. Based on the evaluation, the Sponsor will either grant a one-time, 12-month probationary accreditation continuance or terminate the program from SATU status. A written copy of this decision must be provided to both the Sponsored Accredited Training Unit (SATU) and the NCCER.

NCCER retains the right to evaluate each program based on its individual merits and potential.

III.6. - Accredited Training Unit Process

The orientation of this Accredited Training Unit (ATU) policy is toward the educational community where accredited Sponsors and Sponsor Candidates do not exist.

This policy will assist NCCER in providing the opportunity for involvement in the Standardized Craft Training program by schools that qualify outside of the scope and/or capabilities of existing sponsors. A collateral benefit of this policy will be to assist schools in obtaining funding based on formal recognition by a national accreditation body.

Accredited Training Units(ATUs) may include the following:

- Secondary and post-secondary schools
- Vocational and Technical schools

To apply for Training Unit accreditation, the ATU candidate must follow NCCER standards for the Training Unit Accreditation Process, which include:

1. the resources needed to effectively conduct craft training and provide NCCER with a statement of same using the *Form 105-Accredited Training Unit Self-Assessment Document*, and
2. use NCCER's standardized construction and maintenance curricula or test all students for completion using the written and performance tests found in NCCER's Standardized Construction and Maintenance Curricula, and
3. use certified craft instructors in accordance with the policies set forth in this document and the NCCER Guidelines, and
4. apply for accreditation by submitting the NCCER *Preliminary Application for Training Unit Accreditation, Form 104*, and the application fee. A retainer may be requested to be used for reimbursement of the direct costs of the accreditation visit. The *Form 104* is located in the Forms Section.
5. All forms, fees, and retainers shall be submitted to NCCER's Accreditation Department.
6. The Training Unit Candidate shall provide for its own Master Trainer in order to train its own instructors in compliance with the NCCER *Guidelines* and provide guidance in the program's policy development and execution. *The training unit may provide an NCCER certified instructor to fulfill this guidance requirement provided that the instructor has successfully completed the complete Instructor Certification Training program as opposed to the abbreviated version.*

20

As part of the accreditation process, the Training Unit Candidate shall complete the *Form 105-Accredited Training Unit Self-Assessment Document.* Included in the Self-Assessment, the Training Unit Candidate will be expected to provide the following information:

- A history of its training program.
- A discussion of its attempts to identify and participate with an existing NCCER sponsor shall be provided.
- If available Sponsors are unable or not willing to establish sponsorship of the Training Unit, NCCER may allow the Training Unit to continue its application for Accredited Training Unit status. *If the Sponsor declining sponsorship of the Training Unit is a Partnering Trade Association, NCCER will notify the national office of the Trade Association of the local chapter's declination.*
- A procedure for linking its program to the industry that includes provision for industry oversight, consultation and continuing support of the candidate's program will be mandatory. The Training Unit is required to demonstrate that this industry oversight is actively involved in the program's overall planning, development, and execution.
- The above procedure shall provide an effective method for linking its trainees to potential employers.
- A policy that provides the opportunity for post-secondary training that will allow trainees to continue and finish their craft training upon completion of their secondary education (applicable to secondary educational units).
- A policy that provides for recognition of previous training and provides a method for verifying previous experience through "testing out" (applies to post-secondary schools and organizations, and must comply with NCCER procedures).
- A policy that encourages the opportunity for continued training of trainees upon employment in the industry.

The duration of candidate status for an NCCER sponsored ATU shall be for a period of 18 months, from the date of application, during which the ATU candidate shall complete and submit its formal *Self-Assessment Document* to NCCER. During the time the ATU is in candidate status, it shall certify instructors and register successful completion of training with NCCER. Should accreditation not be granted, the status of registrations will be determined by NCCER.

To maintain accreditation or candidate status, the ATU must submit an annual report using the NCCER standard format (see the Forms Section). This annual report shall be completed in cooperation with the organization or body providing industry linkage and signed by an officer of that organization or body.

The annual report will cover the academic period of the previous year and must be submitted to NCCER by February 1. Failure to do so will result in the loss of accreditation or candidate status. As NCCER reviews the ATU's annual report emphasis and evaluation will be placed on the Training Unit's on-going efforts to (in the case of a candidate) develop and/or (in the case of and ATU) maintain credible and effective industry linkage.

The accreditation period for NCCER sponsored ATUs will be for 36 months from the date of accreditation. To obtain renewal of accreditation, the ATU will be expected to maintain industry linkage and oversight of its program. The ATU should utilize the resources and support of NCCER to assist in this process as needed.

At any time, a Craft Training Sponsor may request of NCCER assumption sponsorship of an ATU. This request is to be presented formally, in writing to the NCCER's Accreditation Department. When doing so the Sponsor shall provide the NCCER with a detailed statement of its

plan for providing local administration and oversight together with supporting documentation. Upon verification of its statement by NCCER, the Craft Training Sponsor will assume Sponsorship of the ATU.

NCCER will notify both parties of its decision on Sponsorship in writing. This action will not affect the training unit's status as an Accredited Training Unit (ATU).

Should the ATU be unable to maintain its industry linkage, it shall provide NCCER with a detailed explanation of its efforts during that time, and a plan, to redevelop industry linkage during the following 12-month period. NCCER will evaluate the ATU's explanation and on-going plan. Based on the evaluation, NCCER will either grant a one-time, 12-month probationary accreditation continuance or terminate the program from ATU status.

NCCER reserves the right to evaluate each program based on its individual merits and potential, or on an annual basis.

NOTES

CHAPTER IV

INSTRUCTOR CERTIFICATION

There are two categories of instructors: Master Trainers and Craft Instructors. Master Trainers must be trained and certified directly by the National Center for Construction Education and Research through successful completion of the Instructor Certification Training Program for Master Trainers. All Craft Instructors must be trained and certified by Master Trainers.

In order for a Master Trainer or Craft Instructor to be registered with the NCCER, they must be approved by a Sponsor.

IV.1. - MASTER TRAINER CERTIFICATION

In order to obtain Master Trainer certification, applicants must first demonstrate at least one of the following:

1. two years of experience as a trainer, instructor, or educator, or
2. an Associate's Degree or higher in education, a construction-related field, industrial arts, or a similar field from an accredited post-secondary institution, or
3. a minimum of two years of experience at a supervisory level or higher in the construction or maintenance industry.

Once the above prerequisite has been attained, the applicant must successfully complete NCCER Instructor Certification Training Program (ICTP) for Master Trainers, presented directly by NCCER. Master Trainers who wish to be registered with the NCCER, for the purpose of training craft instructors, must be approved by a Sponsor.

NCCER will schedule training sessions for Master Trainers on a regular basis in locations throughout the country. Notice of these sessions will be publicized by NCCER. Specially scheduled sessions for Master Trainers may be requested in writing to NCCER and must include the proposed location, the number of expected participants, and the proposed dates.

Upon receiving approval from NCCER, a sponsor may host an ICTP - Master Trainer program. The Sponsor should contact NCCER to schedule the program and purchase the ICTP Master Trainer Kits. In addition, the sponsor will pay all expenses and fees for the program directly to NCCER. Fees for hosting an ICTP – Master Trainer Program will be published annually by NCCER.

Upon completion of the training session, the NCCER Trainer of Master Trainers will provide the NCCER Registry with the attendee's pass or fail status. NCCER will enter the successful participants' names in the National Registry and will award a certificate of successful completion. The certificate of successful completion will be forwarded to the participant and a letter of notification sent to the participant's sponsor. Master Trainer candidates cannot become certified by testing out.

In order to retain certification, the Master Trainer must be endorsed by or employed by an approved sponsor, and 1) teach or co-teach the ICTP at least once every three years, 2) re-attend the Instructor Certification Training Program for Master Trainers at least once every three years, or 3) be an active NCCER Certified Accreditation Visitor.

IV.2. - CRAFT INSTRUCTOR CERTIFICATION

Craft instructor candidates must have experience at a minimum level of a journeyperson in their craft or have a minimum of three years experience as a certified teacher in a vocational/technical construction or maintenance related training program.

In order for craft instructor candidates to be reg-

istered by NCCER they must be approved by a Sponsor.

The sponsor is responsible for assuring that candidates meet these minimum requirements. All craft instructors must successfully complete the NCCER Instructor Certification Training Program conducted by a NCCER-certified Master Trainer. Master Trainers may also serve as craft instructors if they meet all the conditions outlined in this section of the document.

Upon completion of the training session, the Master Trainer will provide the sponsor entity with the *Form 101, Registration of Craft Instructor Certification* registering those attendees successfully completing the ICTP. The sponsor entity will forward a copy of the *Form 101* to the NCCER Registry. NCCER will enter the participant's names in the National Registry and award a certificate of successful completion. The certificate of successful completion and related documents will be forwarded to the sponsoring entity and provided to attendees' in accordance with the sponsor's policies.

To retain certification, the Craft Instructor must 1) be endorsed by or employed by an approved sponsor, and 2) teach at least one of NCCER's standardized construction and maintenance curricula modules for a sponsor once every two years, or he/she must re-attend the Instructor Certification Training Program. The craft instructor may be re-certified by successfully completing the Abbreviated Version of the ICTP which consists of Modules 1, 6, 9 and 10 of the program and sucessful completion of all written tests in NCCER's ICTP provided:

1. the training program sponsor approves the request to test out, and
2. the instructor has previously taught the NCCER Standardized Construction and Maintenance Curricula in compliance with with NCCER's policies and procedures,
3. and successfully submitted the completion of that training to NCCER's Registry.

The craft instructor may also re-certify utilizing the Abbreviated ICTP if:

1. the training program sponsor approves the request to test out, and,
2. the craft instructor re-certifying has a minimum of three years experience as a certified teacher in aa vocational/technical craft training program.

IV3. - Restricted Certification

Sponsors are allowed to use individuals who satisfy specific training needs as instructors or performance evaluators on a restricted basis. There are three categories of Restricted Certification. These are:

1. Individuals who are utilized to evaluate performance only must meet minimum requirements of a craft instructor and must successfully complete modules 1, 6, and 9 of the ICTP. These individuals will be classified in the NCCER Registry as Performance Evaluators.
2. Individuals who are utilized to instruct specific modules must have demonstrated competence in the subject being taught and must successfully complete the entire ICTP. These individuals will be classified in the NCCER Registry as Restricted Craft Instructors.
3. Individuals who are utilized to instruct safety-related modules must have demonstrated competence in the subject being taught and successfully complete the entire ICTP. These individuals will be classified in the National Registry as "Safety Instructors" or be certified as Construction Site Safety Master Instructors or Technicians. *(Information on the CSSP Program can be obtained from the NCCER Customer Service Department – Ask for the* "CSSP Overview and Administrative Guidelines"*)*

4. Individuals who are utilized to instruct First-Aid and CPR shall have one of the following: A NCCER National Registry "Safety Instructor", CSST, or guest instructor designation. They should also possess First Aid and/or CPR Instructor credentials from a nationally recognized First-Aid/CPR training program provider. Guest Instructors must teach under the direct supervision of a certified Craft Instructor or Master Trainer.

Sponsors must report to NCCER on *Form 101 – Registration of Craft Instructor Certification*, the specific areas in which the restriction applies. For example, if an instructor is to be used to teach a math module, this must be reported by module number. If an individual is to be used as a performance evaluator, this must also be reported. Transcripts issued by NCCER will clearly indicate these instructor restrictions.

IV.4. - Welding Instructors

Craft Instructors who teach various categories of welding are restricted according to the following criteria:

Structural Welding Instructor — has met the minimum requirements for a craft instructor plus has an active certification in Shielded Metal Arc Welding (SMAW) - 2, 3, and 4G is restricted to teaching:

- Core Modules 00101 thru 00106
- Level I Welding Modules – 29101, 29104–29107
- Level II Welding Modules – 29110
- Level III Welding Modules – 29111

Pipe Welding Instructor — has met the minimum requirements of a Structural Welding Instructor, as stated above, plus has an active certification in Shielded Metal Arc Welding (SMAW) - 6G Open Butt is restricted to teaching:

- Core Modules – 00101 thru 00106
- Level I Welding Modules – 29101, 29104–29109, 29112–29113
- Level II Welding Modules – 29102, 29110, 29114, 29201 and 29301
- Level III Welding Module – 29111

Combination Pipe Welding Instructor — has met the minimum requirements of a Pipe Welding Instructor, as stated above, plus has an active certification in Gas Tungsten Arc Welding (GTAW) and (SMAW) - 6G Open Butt is restricted to teaching:

- Core Modules 00101 thru – 00106
- Level I Welding Modules – 29101, 29104–29109, 29112–29113
- Level II Welding Modules – 29102, 29110, 29114, 29201, 29301, 29303–29306
- Level III Welding Module – 29111

Combination Pipe Welding Instructor — has met the minimum requirements of a Combination Pipe Welding Instructor, as stated above, plus has an active certification in Semi-Automatic Welding Processes - GMAW and FCAW is unrestricted as to teaching within the welding craft.

For Level One Welding Only: NCCER-certified high school, vocational school and community college welding instructors teaching level one welding are not required to have an active certification in a welding process. However, a welding instructor must have possessed an active certification at one time during his/her career. The instructor must meet all state teaching requirements in the state in which he or she is instructing.

Performance Testing for Welding: In accordance with American Society of Mechanical Engineers Section 9 and American Welding Society D 1.1, instructors may choose the following options for Performance Profile testing for certain welding modules. These Performance Profile testing options may be given, at the instructor's discretion, only to trainees who have passed all written tests for the following modules, and who are currently working as journeyperson-level pipe welders.

For welding modules 29108 SMAW Bead and Fillet Welds, 29112 SMAW Groove Welds with Backing, and 29113 SMAW Open V-Butt Welds, the instructor may administer the Performance Profile test in module 29114 SMAW Open-Root Pipe Welds. Successful completion of the 29114 Performance Profile test will satisfy the performance testing requirements of modules 29108, 29112, and 29113.

For welding module 29203 GTAW Plate, the instructor may administer the Performance Profile test in module 29204 GTAW Carbon Steel Pipe. Successful completion of the 29204 Performance Profile test will satisfy the performance testing requirements of module 29203.

IV.5. - Testing-Out For Craft Instructor Certification

NCCER strongly urges sponsor and/or candidates to not allow testing-out for Craft Instructor certification, however, Craft Instructor candidates may test-out if both of the following conditions have been met:

1. the training program sponsor approves the request to test-out, and
2. the craft instructor candidate has a minimum of three years experience as a certified teacher in a vocational/technical craft training program.

If the above two conditions are met, the craft instructor candidate may test-out by performing all of the following:

1. successfully complete the Abbreviated Version of the Instructor Certification Training Program, which consists of Modules 1, 6, 9, and 10 of the program, and
2. successfully complete all of the written tests in the entire NCCER Instructor Certification Training Program.

If the candidate fails either the written or performance test, he or she must take the entire NCCER Instructor Certification Training Program.

IV.6. - Exceptions

"Guest" instructors can be utilized as long as the certified craft instructor or Master Trainer is in attendance, and the information being presented by the guest instructor is contained in the approved training materials and is consistent with the training objectives. Using a guest instructor does not alleviate the certified instructor's responsibility for quality and integrity of instruction.

In the event that a certified instructor is unable to fulfill his/her teaching responsibilities, a non-certified instructor may be utilized, if the instructor and sponsor are actively pursuing certification status. The non-certified instructor must complete the ICTP and be certified within 90 (ninety) days of the date of the substitution. **The sponsor shall notify NCCER of the action, in writing, within 10 (ten) working days after the substitution is made.**

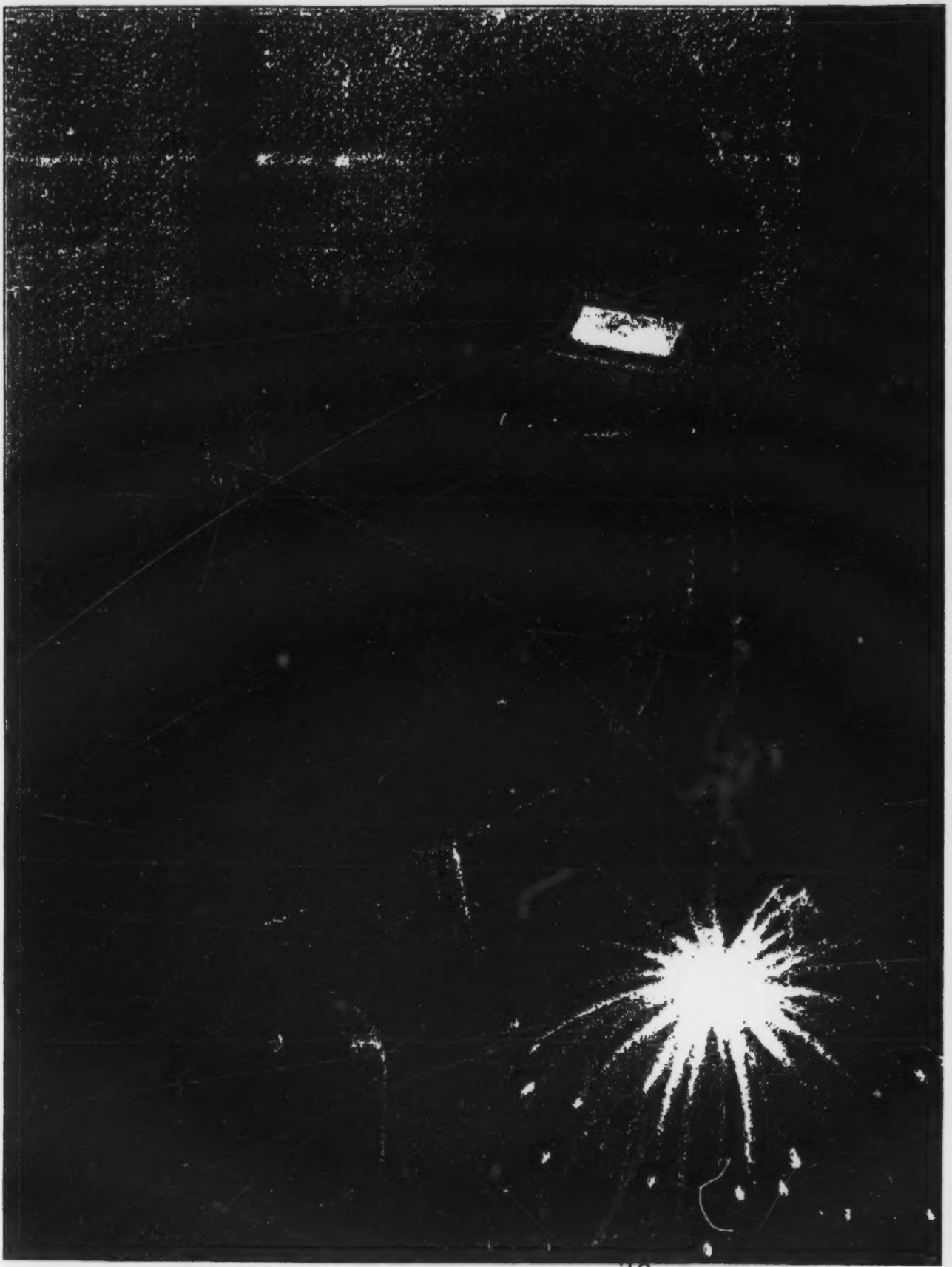
Other exceptions to the preceding standards and criteria must be approved in writing by NCCER.

IV.7. - Master Craft Instructor Certification

NCCER Certified Craft Instructors may, on a voluntary basis, obtain additional recognition by participating in the National Craft Assessment and Certification Program (NCACP). Certified Craft Instructors with a minimum of five years continuous NCCER craft training experience may obtain certification as a Master Craft Instructor through successful completion of the NCACP Skills Assessment for their craft. In addition to successful completion of the assessment, the craft instructor must teach and record an average of five module completions in the NCCER's National Training Registry each year for a five-year period.

Master Craft Instructor Certification (MCIC) is the NCCER's highest level of recognition for Craft Instructors. The intent of MCIC is to provide deserving recognition for NCCER's most dedicated and qualified craft instructors.

Instructors seeking MCIC through the use of the NCACP, whether successful or not, will in no way have their current standing as NCCER Certified Craft Instructors affected.



CHAPTER V

TRAINING PARTICIPANTS

V.1. - ENROLLMENT

It is important that attention be given to the capabilities and professional motivation of trainees entering the craft training program. It is recognized that no single criterion for the admission of trainees into the program can predict the potential for success of the individual. The credentials of the trainees admitted to a program in craft training should be commensurate with the requirements of the craft training curricula.

The training unit shall adhere to the admission and enrollment policies and procedures of the craft training program sponsor. Admission policies should be directed toward trainees with the ability and credentials for successful completion of the craft training program. The recruitment, selection, employment and training of apprentices (and/or trainees) shall be without discrimination because of race, color, religion, national origin, Vietnam era veteran status, sex, or disability.

V.2. - ACADEMIC PROGRESS

Counseling and guidance should be available to all trainees in the craft training programs so that their needs, interests, and abilities are considered in preparing and implementing a plan of study.

A record system must be utilized which keeps the trainee, instructor, and employer informed of the trainee's progress. It is important that high and low performance be monitored. High achievement should be recognized and rewarded, while low achievement should be detected and corrected.

Testing criteria of trainees is covered in the next section, Chapter VI-Program Operation.

CHAPTER VI

PROGRAM OPERATION

VI.1. - CURRICULUM

The curriculum for the Standardized Craft Training Process must be NCCER's Standardized Construction and Maintenance Curricula. The basic instructional unit in every craft of NCCER's Standardized Construction and Maintenance Curricula is the task module. Every task module consists of a Trainee Guide, an Instructor's Guide, a written test, and a performance test. Each task module is assigned a number of hours representing the suggested teaching time for the specific module.

Supplemental text materials are acceptable, but only to the extent that they augment, not replace, the NCCER's Standardized Construction and Maintenance Curricula.

Every task module can be taught individually. Therefore, different training objectives can be realized by using specific task modules. In addition, task modules can be grouped together to provide an entire level of training. NCCER packages groups of task modules into manuals. For example, there are 18 task modules in the Level One Electrical Manual. Modules being used in levels (i.e. Level One through Level Four) satisfy the related classroom training requirements of Apprenticeship, Training, Employer and Labor Services (ATELS) approved apprenticeship training.

A course map has been developed for each level, providing a graphic representation of the task modules needed to complete a specific level in a given craft training program. This map will help the trainee more effectively plan what modules need to be taken and the suggested sequence toward completion.

The successful completion of every task module must be demonstrated by specified results on the following tests:

Test No. 1 - achieve a score of 70 percent or higher on the written examination.

Test No. 2 - successfully complete the task module performance examination to the satisfaction of the instructor. This is a pass/fail examination.

The written tests must be administered by a certified craft instructor or Master Trainer. The performance test must be administered by a certified craft instructor or certified performance evaluator experienced in the specific craft.

The sponsor's training policies and procedures must allow for re-testing. Written re-tests are to be scheduled by the training unit representative. A minimum 48-hour waiting period is required before re-testing of the written exam. Performance re-tests will be given at the discretion of the craft instructor whether immediately or at a later time designated by the instructor.

It is not the intent of the standardized training program that self-study be the mode of training delivery. However, individuals who have gained knowledge and experience may "test out" by passing both examinations without having to attend instruction. One attempt will be allowed to test out per module. Failure to test out will require the individual to attend instruction for the specific module(s) in question. In addition, the craft training program sponsor must accept all previous training as indicated on the official NCCER transcript.

The sponsor shall keep the completed written tests for the period of time stated in its training policies and procedures.

A trainee may appeal any adverse decision in accordance with the sponsor's appeal policy. If the appeal is not resolved with the sponsor, the trainee may submit it to NCCER within 60 days from written notice of the adverse decision. A copy of the letter to NCCER must be given to the sponsor. NCCER must respond to the trainee and the sponsor within 60 days of receipt of the appeal. NCCER's decision is final with no further appeal possible.

The trainees will be recognized upon completion of individual task modules and craft levels in accordance with the criteria contained in the recognition section of this document. In addition, recordkeeping must be performed in accordance with the criteria presented in the Recordkeeping requirements section of this document.

VI.2. - Facilities and Services

There shall exist an adequate amount of space to carry out the instruction. An adequate supply of materials, tools, and equipment needed to support the class size and instructional content will be available.

The physical facilities should be well maintained and organized to accommodate teaching/learning activities such as lectures, discussions, and laboratory work. The nature of craft training programs imposes a need for special types of space and equipment to introduce the trainee to realistic construction and maintenance methods and procedures. It is important that the facilities be arranged to encourage trainee and instructor interaction. The physical facilities must meet all regulatory and sponsor safety and health requirements.

Appropriate instructional support services and resources must be available to the trainees and instructors.

VI.3. - Security of Tests

Sponsors will act to ensure the security of NCCER's Standardized Construction and Maintenance Curricula Craft Training written tests. NCCER will act to ensure that the unauthorized use or the misuse of these written tests is prosecuted to the fullest extent of all applicable federal and state laws.

VI.4. - Safety

Sponsors will demonstrate their commitment to providing the highest level possible in safety and health areas. The sponsor will comply with all applicable occupational health, safety and environmental laws and regulations. The sponsor will develop a written safety plan for classrooms, labs, and field trip activities. These plans will include instructor safety audits.

VI.5. - Drugs, Substance Abuse, Alcohol, and Firearms

Sponsors will develop a written policy prohibiting the use, possession, concealment or sale of drugs, controlled substances, alcohol, and firearms. The policy will include the use and reporting of legal drugs.

VI.6. - Program Evaluation

Sponsors will develop a written policy for a formal program evaluation process that will include evaluation of instructors, trainees, curricula, and facilities.

VI.7. - Budgeting and Cost Control

The sponsor will develop a formal budget process to include procedures for cost control of expenditures both yearly and on a day-to-day basis.

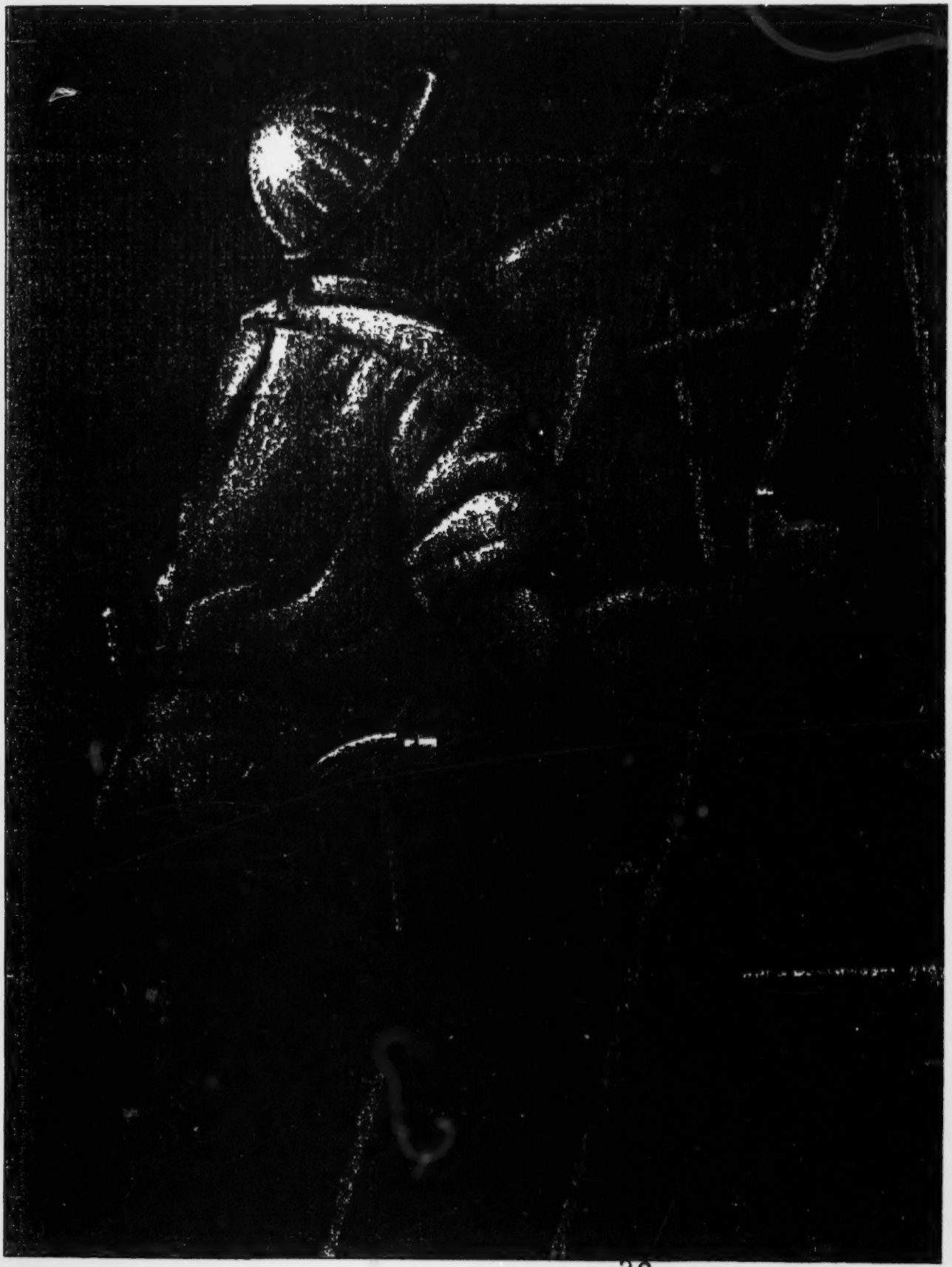
VI.8. - Revised Module Designation Numbers and the Recognition of Older Material

As of January 1, 2000, NCCER is adding suffixes to modules to designate the year of revision to that particular module. As revisions are published, the suffix will be added to the module number with a hyphen extension between the module number

and the year of revision. For example, prior to 2000, the designation for the Core *Basic Safety* module read as 00101. The Core *Basic Safety* revision will read as 00101-00. Similarly, if the same module receives a revision in 2003, that revision would read: 00101-03. Under this procedure, the basic five digit module numbers will remain unchanged.

As of January 1, 2000, Form 2005 recording training presented using older material will be accepted by the NCCER Registry for a period of up to four years after a major revision unless otherwise designated by NCCER. After that four-year period Sponsors still using the outdated material will be notified that they have a one year grace period to bring their material into compliance. Material submitted after the completion of the grace period will not be accepted by the NCCER Registry.

The intent of these policies is two-fold. First, to provide continuity for trainees and instructors in the planning and tracking of their training programs and second, to ensure that trainees are using the most current and safe methods for learning their trades. Instructors and administrators are advised that reasonable effort should be made to ensure that trainees are always informed of changes that affect method and safety.



CHAPTER VII

RECORDKEEPING REQUIREMENTS

As part of NCCER's Standardized Craft Training Process, the training program sponsor is required to adhere to the following recordkeeping requirements.

VII.1. - APPLICATION FOR TRAINING PROGRAM SPONSORSHIP

The Preliminary Application for Training Program Sponsorship, Form 100, must be completed, signed, and dated by an officer of the sponsor applicant's organization. It should be sent to NCCER in accordance with the instructions found on the form. This form is contained in the Forms Section of this document.

VII.2. - ANNUAL REPORT FORM

To maintain Accreditation or Candidate status, the Sponsor or Sponsor Candidate must submit an annual report using the NCCER standard format (see the *Form 103 - Annual Report Document*). **The annual report will cover the calendar period January 1 through December 31 and must be submitted to NCCER by February 1. Failure to do so will result in the loss of accreditation or candidate status.**

VII.3. - TRAINING REPORTS

During the time the sponsoring organization is in candidate status, the candidate sponsor may register successful completion of training with the NCCER. Should a candidate sponsor not be accredited, status of registrations will be determined by NCCER.

The following are the recordkeeping requirements for both trainee and instructor information. Copies of forms mentioned in this section are found in the Forms Section of this document.

Trainee Records - For each Task Module completed by a trainee, the training program sponsor must verify successful completion by completing the *Form 200 - Craft Training Report Form.* The instructor, the Training Unit Representative, and the sponsor representative must sign the form to verify completion.

The completed form is then forwarded to NCCER for entry in the National Registry. NCCER will then send an updated Craftworker Transcript to the trainee through the training program sponsor representative. Transcripts will be valid only when they are signed and bear the official imprinted seal of the National Center for Construction Education and Research.

When a trainee has completed NCCER's Standardized Construction and Maintenance Curricula Task Modules required to reach a level as defined in the curricula, NCCER will notify the craft training sponsor. Upon successful completion of the level, the trainee will be issued a wallet card and certificate by NCCER.

Instructor Records - NCCER will maintain the certification records of craft instructors and Master Trainers in the National Registry. Upon successful completion of the respective program and proper submission of the completion documents, the individual will be issued a wallet card and certificate by NCCER.

VII.4. - RELEASE OF INFORMATION

Records of all instructors and trainees in the program will be maintained as confidential. All participants in the training programs will be required to sign a NCCER release card allowing NCCER to verify a participant's training status to a training program sponsor, if requested. See the Forms Section for a sample release form.

Should the receipt of a NCCER registration and release form not be recorded in the National Registry, a signed and notarized request from the trainee must first be received by NCCER. Only then will NCCER release the information to a sponsor representative.

NCCER will not distribute any lists of certified Master Trainers, craft instructors, or trainee participants, unless requested by a sponsor representative for his or her employees only. Furthermore, NCCER will not contact certified Master Trainers, certified craft instructors, or trainees on behalf of any other entity or person.

Sponsors will provide trainees with a release form authorizing the Registrar of the NCCER Training Registry to verify information in their craft training records to Sponsor Representatives upon request and holding harmless the National Center for Construction Education and Research for this verification process. A model copy of this release can be found on the *Standardized Craft Training Process Registration and Release Form* in the *Forms* section of this book.

All requests for verification of training information must be in writing and must be signed by the sponsor representative.

VII.5. - Other Requirements

It is imperative that all parties to the training process keep training-related records confidential and secure. A breach of confidentiality may lead to loss of accreditation status.

Trainees, craft instructors, and Master Trainers may request replacement copies of their records, certificates, and wallet cards by submitting a written, signed, and notarized request to the NCCER Registrar. A fee will be charged for the replacements.

All training information must be retained by NCCER indefinitely. Craft training sponsors will retain training information in accordance with their own policies and procedures.

VII.6. - Updating Sponsor and Sponsor Related Information

When general sponsor or training unit information needs to be updated, corrected, or changed, the sponsor representative must complete NCCER *Form 300 - Change of Sponsor Information* and submit it to the NCCER Registry. This will apply not only to the subtraction of training units, but also to the incoming transfer of instructors from other sponsoring entities, the dismissal of instructors from the sponsor's employment, and the transfer and/or updating of student information.

When training units are added to a sponsor's or sponsor candidate's training program a *Training Unit Information Sheet* needs to be completed and submitted to the NCCER Registry.

Notes

CHAPTER VIII

RECOGNITION

The following are the forms of recognition in the NCCER Standardized Craft Training Process.

VIII.1. - TRAINING SPONSOR

To be recognized as having a high quality training program for the construction and maintenance industries and adhering to the NCCER accreditation standards and criteria, the training sponsor will be extended accredited status for a specific period of time. An "Accredited Training Program" certificate will be presented to sponsors with accredited programs.

VIII.2. - MASTER TRAINER

Trainers who have successfully completed the authorized Instructor Certification Training Program (ICTP) for Master Trainers will be certified by the NCCER as being a Certified Master Trainer, have their names placed in the National Registry, and receive a certificate of completion and wallet card.

VIII.3. - CRAFT INSTRUCTOR

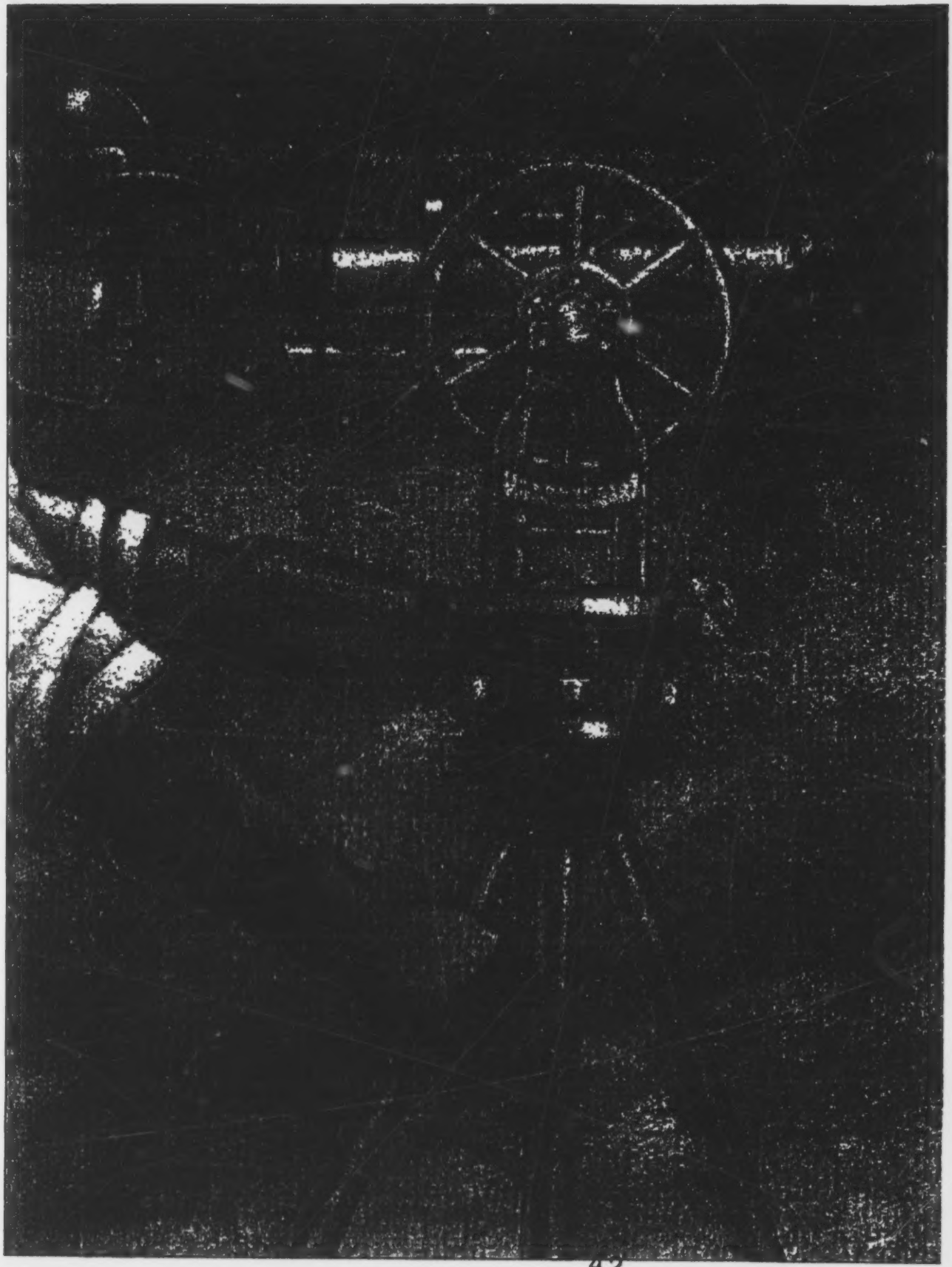
Instructors who have been trained and certified by Master Trainers, using the Instructor Certification Training Program, will be certified by NCCER as being a Certified Craft Instructor, have their names placed in the National Registry, and receive a certificate of completion and wallet card.

VIII.4. - TRAINEE

Trainees who successfully complete each task module will be recognized through the award of an updated craftworker transcript and by having their name placed in the NCCER National Registry. Upon successful completion of a level within a specific craft, the trainee will be issued a wallet card and certificate of completion. When a trainee has successfully completed an entire craft training program, he or she will receive a certificate of completion and wallet card.

VIII.5. - ACCREDITATION VISITOR

Individuals who successfully complete the Accreditation Visitor Training Program presented directly by NCCER will be certified by NCCER as being Certified Accreditation Visitors, have their names placed in the National Registry, and receive a certificate of completion and wallet card.



CHAPTER IX

THE NCCER ACCREDITATION PROCESS

IX.1. - INTRODUCTION

Accreditation of craft training programs will greatly assist the construction and maintenance industries in the United States by ensuring that the participants are receiving a quality education based on uniform standards and criteria.

IX.2. - PURPOSES OF ACCREDITATION

The purposes for accrediting NCCER standardized craft training programs are to:

1. Establish uniform minimum criteria for craft training which will aid training units in developing programs which respond to the needs of the construction and maintenance industries.
2. Recognize craft training programs that meet minimum standards of competence, warranting public and professional confidence.
3. Assist training units and trainees in the transfer of participant training credit among accredited sponsors.
4. Provide the construction and maintenance industries with assurances that individuals who have successfully completed craft training programs are prepared for productive positions.
5. Foster national uniformity in construction and maintenance craft training for the mutual benefit of the Construction and Maintenance industries, society, and the worker.

IX.2.1. - DISCLAIMER

NCCER's accreditation process is designed solely to achieve the purposes set forth above. NCCER does not claim or intend to certify the compliance of any craft training program, sponsor, or employer with any state or federal law, including, but not limited to, any law relating to apprenticeship or training, equal employment opportunity, education, or any other applicable statute.

IX.3. - ELIGIBILITY

To be considered for accreditation a potential sponsor must:

1. have the resources to effectively conduct craft training, and
2. use NCCER's Standardized Construction and Maintenance Curricula, and
3. utilize all certified craft instructors in accordance with the policies set forth in this document, and
4. apply for accreditation by submitting the NCCER *Preliminary Application For Training Program Sponsorship, Form 100* and a retainer to be used for reimbursement of the direct costs of the accreditation visitors. *Form 100* is located in the Forms Section of this document.

IX.4. - THE ACCREDITATION PROCESS

The following section presents an overview of the accreditation process.

IX.4.1. - COMPLETING AND SUBMITTING THE APPLICATION FOR INITIAL ACCREDITATION

The accreditation process is initiated by the potential sponsor by completing the Preliminary Application Form, and a check or money order for the accreditation visitors retainer, and submitting them to NCCER. Upon receipt of the correctly completed form, the retainer, and any required attachments, the applicant's craft training program will be placed in candidate status.

IX.4.2. - Conducting a Self-Assessment

Upon being placed in candidate status, NCCER will contact the candidate to review the conduct of the self-assessment. The candidate is required to use the "*Form 102-Guidelines for the Preparation of the Self-Assessment Document.*" A copy of the Self-Assessment Document (SAD) is located in *Appendix I* of this book.

The candidate will have up to eighteen months to complete and submit its formal Self-Assessment Document. To assist the candidate, NCCER will provide both a blank hard copy of and a computer disk of the *Form 102* to be used in completion of the Self-Assessment Document. The SAD will only be accepted in the format of the NCCER's *Form 102*. Any questions concerning the completion of the *Form 102* should be referred to the NCCER's Accreditation Department.

If the candidate fails to adhere to this requirement, accreditation status will not be awarded.

IX.4.3. - Review of Self-Assessment Document and Visiting Team Report for Initial Accreditation

Upon receipt of the completed self-assessment document, NCCER will identify two accreditation visitors to review the document to ascertain whether the sponsor candidate complies with the NCCER accreditation standards and criteria. One of the accreditation visitors will represent the construction and maintenance industry, and the other will be a NCCER designated representative.

Upon review of the material, a mandatory accreditation site visit will be scheduled with the sponsor candidate. After the visit, the two accreditation visitors will make a recommendation in the final visiting team report to the NCCER Board of Trustees as to whether or not to award initial accreditation to the craft training process, and at what level. Levels of accreditation are described in section IX.4.6.

If the two accreditation visitors find they cannot agree on the final decision, or if both agree on an adverse decision, the self-assessment document and any other related information will be forwarded to NCCER for review. It will be the NCCER designee's responsibility to confer with the two accreditation visitors to achieve a consensus regarding the recommendation for accreditation of the craft training program.

If the recommendation is to accredit the sponsor candidate's training process, the accreditation visitors will agree on the level of the initial accreditation as described in section IX.4.6. This recommendation to the NCCER Board of Trustees will be based on a consensus of the three opinions.

IX.4.4. - Board of Trustees Final Decision

The NCCER Board of Trustees will make the final decision whether or not to accredit the craft training program. If the decision is to accredit, the candidate will be notified in writing and informed of the requirement to submit annual reports. If, however, the decision is not to accredit, the candidate will be so notified in writing and given the specific reasons why such a decision was reached.

The candidate will be provided with the opportunity to appeal any adverse NCCER Board decision. In addition, the candidate can remove itself from consideration for accreditation any time during the review process. It should be noted that all accreditation deliberations, including any adverse decisions, will be kept in strict confidence by all parties involved in the process.

IX.4.5. - Conducting an Accreditation Site Visit

As mentioned in section IX.4.3 above, a team of two individuals one from the construction and/or maintenance industry and the other being a designated NCCER representative, who are acceptable to the sponsor will conduct a visit to the training

unit(s) in accordance with NCCER procedures for conducting an accreditation site visit. The purposes for the visit are to:

1. Substantiate the content of the Self-Assessment Document.
2. Assess factors that cannot be documented in the self-assessment document, such as the quality of the instruction and the morale of the instructors and trainees.
3. Inspect instructional materials, facilities, and program administration.
4. Provide feedback which can be used to improve the craft training program.

Based on the contents of the self-assessment document and the results of the visit, the two accreditation visitors will write a visiting team report. The report will be sent to the sponsor candidate's representative to provide the opportunity to respond. The response must be included as part of the final visiting team report. After receiving the response from the sponsor candidate and finalizing the visiting team report, the accreditation visitors will make a recommendation to the NCCER Board of Trustees as to whether or not to accredit the craft training program.

For your assistance, Appendix 3 of this document contains a flow chart of the accreditation process.

IX.4.6. - Accreditation Levels

If a craft training program is awarded accreditation, it will be awarded for a specific number of years, depending on the strength of the program. The two possible levels are as follows:

1. Accreditation for three (3) years with a report on the progress of correcting weaknesses. This progress report is considered as part of the annual report required by NCCER.
2. Accreditation for six (6) years with a report on the progress of correcting weaknesses. This progress report is considered as part of the annual report required by NCCER.

The decision as to what level of accreditation will be awarded is final and cannot be appealed. The only information which will be made available publicly is whether a craft training program is accredited. The level of accreditation will be held in strict confidence by NCCER.

IX.4.7. - Submitting Annual Reports

It will be the responsibility of the sponsor or the sponsor candidate to complete and submit an annual report in accordance with the NCCER guidelines as discussed in the Record-keeping Chapter of this document. Failure to do so will result in removal of accreditation or candidate status. (See Form 103 in the Forms Section.)

IX.4.8. - Applying for Re-Accreditation

The re-accreditation process is designed to ensure that sponsors are continuing to adhere to the voluntary guidelines for the administration of the standardized craft training process. All accredited craft training program sponsor representatives will be notified six months prior to the expiration of their accreditation and will be sent the criteria and instructions on conducting a self-assessment. If the sponsor wishes to re-apply, it will have six months to conduct a new self-assessment and complete a Self-Assessment Document.

Re-accreditation does not automatically require a revisit. However, for consistency NCCER has created the following guidelines to assist in conducting the re-accreditation process.

1. A sponsor can obtain re-accreditation for the same length of time as their original accreditation if the following conditions are met:
   a) Self-Assessment Document (SAD) must be submitted to NCCER for review.

- The SAD must be completed to the satisfaction of the two-person NCCER review team.

b) During the term of the original accreditation, each of the following must be true:

- There have been no significant problems or concerns associated with record keeping or training reported to the NCCER's National Registry.
- There have been no significant complaints or concerns registered by users with NCCER regarding training or education services provided by the sponsor.
- Written and performance testing must be occurring in accordance with NCCER guidelines.
- Annual reports have been well done and submitted on time.
- Sponsor information is kept current by updating as needed with NCCER.
- Training unit information is reported to NCCER and kept current by updating as needed with NCCER.

c) If (a) is not completed properly, accreditation may be suspended or terminated.

d) If any item in (b) is not true, NCCER will conduct a re-accreditation site visit.

The focus of the visit will be to ensure overall compliance but an emphasis should be placed on identified deficiencies.

2. The length of accreditation cannot be increased from the original accreditation length during the re-accreditation process without a re-accreditation site visit.

Organizations seeking accreditation that have previously had their sponsorship or candidacy terminated by NCCER must submit a new application for training program sponsorship. Re-accreditation does not apply to former sponsors or sponsor candidates that have been terminated.

IX.4.9. - Probation

Probation is a status which may only be imposed upon an accredited craft training program during the period of accreditation. Probation is not an option for sponsor candidates or for accredited sponsors at the time of renewal of accreditation. This status is reserved for those accredited craft training programs that are found to have fallen below NCCER accreditation standards and criteria. Probationary status, if designated by the NCCER Board of Trustees, will be for a specific period of time not to exceed the period of remaining accreditation of the craft training program.

After the sponsoring organization has reached the end of the probationary period, the NCCER Board of Trustees must make a determination to continue or withdraw accreditation. If such a status is assigned to a craft training program, publication of the fact that the program has been put in this category is required until such time as the sponsoring organization withdraws from NCCER's accreditation process or is returned to full accreditation. Probationary status can be removed by the NCCER Board of Trustees upon receipt and acceptance of evidence from the sponsoring organization that the deficiencies resulting in the probation have been corrected. Normally, a special on-site re-accreditation visit is required.

Accreditation may be withdrawn from the craft training program by the NCCER Board of Trustees if the problems that led to the probation status are not corrected by the sponsoring organization and accepted by NCCER.

IX.4.10. - Costs of Accreditation

When submitting the *Form 100-Preliminary Appliance for Training Program Sponsorship*, the

organization will also submit a deposit to NCCER This deposit will be used for reimbursement of the direct costs of the accreditation visit. The amount required for deposit will be published periodically by NCCER.

The direct costs of the accreditation visit are limited to the following visitor expenses:

- Coach airfare
- Lodging
- Parking
- Ground Transportation
- Meals
- Other reasonable and customary expenses directly related to the visit

Non-reimbursable expenses include personal phone calls, entertainment, newspapers, and magazines.

Should any disagreement arise concerning reimbursement, NCCER will make the final decision.

Accreditation Visitors will use NCCER-approved expense forms to request reimbursement from NCCER and will document all expenses. NCCER will reimburse the accreditation visitors and send copies of the forms and documentation to the candidate sponsor. Should the total exceed the amount of the deposit, NCCER will invoice the candidate sponsor for the balance; should the total be less than the deposit, NCCER will refund the balance to the candidate sponsor. These payments shall be made within fifteen days of the conclusion of the visit.

This policy is also in effect for re-accreditation visits.

IX.5. - Complaints

All complaints relating to NCCER concerning accredited craft training programs and/or their sponsors must be in writing, signed, and notarized. Based on its policies and procedures on complaints, NCCER will investigate the complaint and make an independent determination as to its validity.

If the complaint is found to be valid, NCCER will so notify the sponsor and ask that corrections be made and documentation provided to verify that action has been taken. If the deviation is not corrected in the time allowed, the accreditation of the craft training program will be revoked.

IX.6. - Enforcement of Accreditation Guidelines and Non-Compliance

The primary mission of NCCER as an accrediting body is to establish and enforce the benchmarks for the quality and effectiveness of training throughout the construction and maintenance industries. The success of this mission is dependent upon every sponsor and sponsor candidate upholding their responsibility for ensuring that their program operates in accordance with the established guidelines for accreditation of the standardized craft training process.

NCCER is committed to making every effort to verify that every sponsor or sponsor candidate is complying with all accreditation standards. However, NCCER's first priority is to support and help organizations seeking accreditation in their compliance efforts. Thus, every sponsor or sponsor candidate must assume the responsibility for ensuring that their program, including all training units, is in compliance. Willful non-compliance will not be tolerated and will be dealt with expeditiously. Ignorance of the requirements set forth in The *Guidelines for the Administration and Accreditation of the Standardized Craft Training Process* will not be accepted as justification for non-compliance.

NCCER will follow a consistent procedure for addressing issues of non-compliance with organizations, as follows:

Sponsor

1. First warning or initial notification of non-compliance:

   Verbal with Written follow-up Letter

2. Second warning:

   Written

   - States deficiencies and time deadline for correcting

3. Third warning:

   Written Notice of Sanctions

   - States deficiencies and sanctions for non-compliance up to and including probation and suspension of accreditation status.

4. Termination:

   Written Notice Terminating Accreditation Status

   - Recommendation to Terminate Accreditation status referred to the NCCER Board of Trustees

Sponsor Candidate

1. First warning or initial notification of non-compliance:

   Verbal with Written follow-up letter

2. Second warning:

   Written

   - States deficiencies and time deadline for correcting

3. Termination:

   Written Notice of Termination of Candidate Status

   - Recommendation to Terminate Candidate status referred to the NCCER Board of Trustees

Note: As a general guideline, NCCER will allow 30 days between each level of warning. Further, all enforcement-related deliberations, including sanctions, suspensions and termination decisions, will be kept in strict confidence by all parties involved in the process.

Petitions seeking permission to reapply for Training Program Sponsorship

Any sponsor or sponsor candidate who is terminated may seek new accreditation by petitioning the NCCER Board of Trustees for permission to reapply. Petitions seeking permission to reapply for Training Program Sponsorship must include verification that deficiencies leading to the termination of the original sponsorship or candidacy have been corrected. A six-month waiting period is recommended before submitting a petition to the NCCER Board of Trustees.

IX.6.1. - Enforcement of Accreditation: Change of Organizational or Ownership Status of a Sponsor or Sponsor Candidate

Buyouts, mergers, acquisitions and wholesale executive or training management turnover is commonplace in both the construction industry and todays business world in general. When any of these scenarios occur to an organization, including trade association chapters, that has obtained or is seeking to obtain accreditation through NCCER, the NCCER will examine and evaluate each individual case closely. NCCER has not developed a single blanket procedure for this area. NCCER will make determinations based on the examination and evaluation of the merits and circumstances of each individual case. However, to ensure some degree of consistency, NCCER has established the following guidelines:

1. Any significant change in organizational or ownership status of a sponsor or sponsor candidate should be reported within 90 days to NCCER. Reports must be written notification from the sponsor representative or the organization's designated representative to NCCER to explain the circumstances of the situation in detail and its impact on their accreditation and the standardized craft training process. Written notification is absolutely mandatory in cases of:

   - Ownership changes of a sponsor or sponsor candidate organization through purchase, buyout, merger or acquisition.
   - Extensive executive management turnover
   - Removal or replacement of a sponsor representative
   - Major personnel turnover or reorganization of a sponsor or sponsor candidate's training and development function

2. Accreditation is not transferable from one company to another through purchase, buyout, merger or acquisition without the written approval of NCCER.

3. Wholly owned subsidiaries that do not operate independent of the parent organization must be designated as a training unit of the parent company. Subsidiaries that do operate independent of the parent company, including separate management, human resources, training and development and accounting functions may be designated as a training unit of the parent company or seek accreditation as a separate organization and sponsor. However, independent subsidiaries that choose to be a training unit of the parent company must report their training to the NCCER National Registry through the parent company.

   IMPORTANT NOTE: Always seek legal counsel when considering the operational relationship between a subsidiary and the parent company. Some relationships may have legal ramifications especially in situations where organizations have operated in a double-breasted fashion in the past.

When needed, NCCER will follow procedures listed in IX.6 for addressing issues of non-compliance in this area.

IX.7. - Board of Trustees Decision

The NCCER Board of Trustees will make the final decision regarding termination of a sponsor or sponsor candidate for non-compliance with the NCCER's guidelines for accreditation of the standardized craft training process. The sponsor or candidate will be notified in writing and given the specific reasons for the Board's decision to terminate.

The sponsor or candidate may appeal the NCCER Board's decision to terminate. Appeals must be submitted to NCCER within 60 days of the date of termination. During the 60 days, the accreditation status or candidacy will be suspended until the outcome of the appeals process. The decision of the appeals process is final and will be carried out immediately.

APPENDIX 1

A COPY OF THE SELF-ASSESSMENT DOCUMENT

To obtain a computer diskette copy and "hard copy" of the *Self-Assessment Document*: apply for accreditation by submitting the *Preliminary Application For Training Program Sponsorship, Form 100* and a retainer to be used for reimbursement of the direct costs of the accreditation visitors to the NCCER Registry. The *Form 100* is located in the Forms Section of this document.

Acceptance of the correctly completed *Form 100* and retainer will place your organization's training program in candidate status. As a sponsor candidate, you have up to 18 months to prepare for accreditation. One of the purposes of the SAD is to assist in that preparation and provide a critical review of your craft training program. The items listed here address accreditation standards and criteria. All sections in the SAD should be referenced exactly as presented here.

The recommended tabular formats and headings that have been included throughout this document should be used in writing the self-assessment report. Where applicable, additional information may be inserted immediately following the pages to which they pertain. Major additions should be placed in an appendix.

A copy of the sponsor's craft training policies and procedures, along with other supporting documentation such as Instructor and Trainee Handbooks, must be included as part of the Self-Assessment Document. Upon initial completion, a complete copy of the Self-Assessment Document is submitted to the NCCER Accreditation Department for review and correction as needed.

Upon final completion, the sponsor candidate submits four copies of the SAD to NCCER. One copy is retained in the NCCER office and two other copies are provided to the NCCER-designated site visit and review team. The fourth copy is provided to the NCCER Board of Trustees to review.

PREPARATION OF THE SELF-ASSESSMENT DOCUMENT

Note: The Sponsor Representative should have a thorough understanding of the Policies and Procedures of the Accreditation Process. Therefore it is recommended that the Sponsor Representative review these Guidelines and contact NCCER's Accreditation Manager if there are any questions.

The *Self-Assessment Document* serves three purposes: (1) to guide the sponsoring organization through a critical review of its craft training program, (2) to provide information to NCCER to ensure a fair evaluation of the craft training program, and (3) to serve as an historical document for the sponsoring organization and NCCER. These purposes should be kept in mind when preparing the report.

Information should be provided in enough detail so as to allow those reviewing the report to adequately interpret it. In addition, it is recognized that unique situations occur relative to the information requested. In these cases, it is recommended that any special conditions and/or variances be explained as part of the response to the specific question(s). Information available in published literature may be included in the report by appropriate reference.

For programs seeking re-accreditation, describe the actions taken to correct "weaknesses" cited in the previous site visit team report. These descriptions should be placed in the appropriate sections of the self-assessment report.

Sponsor candidates should make every effort to change any "negative" response to a "positive" one. However, the sponsor candidate should also understand that no single negative response would necessarily disqualify a program. Each program will be evaluated on its own merit. The sponsor candidate should feel free to contact NCCER's Accreditation Department for guidance or interpretation.

FORM 102

FORM 102 — SELF-ASSESSMENT DOCUMENT (SAMPLE)

Sponsor Candidate (Company or Chapter Name): _____

Sponsor Candidate Mailing Address: _____

City/State/Zip Code: _____

Sponsor Candidate Shipping Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Fax: _____

Sponsor Representative: _____

Title (Position In The Organization): _____

Telephone: _____

Fax: _____

Email: _____

Second Contact: _____

Title (Position In The Organization): _____

Telephone _____

Fax: _____

Email: _____

Current Date Of Completion: _____

FORM 102 (CONT.)

SECTION I: ORGANIZATION AND ADMINISTRATION

A. Provide historical information related to craft training by this organization.

B. Provide the written policy for the administration of your training programs.

C. List or attach the training goals and objectives for each active training unit.

D. List the location, name, and title of each active training unit representative.

Training Unit	*Location (City & State)*	*Name and Title of Training Unit Representative*

(Sponsor may attach a copy of their *Training Unit Information Summary* for each training unit.)

E. State written policy for addressing grievances and attach a copy.

F. State the written policy for complying with federal regulations, such as ADA and EEO/Affirmative Action.

G. Attach the organizational chart for the training department which demonstrates staffing and management functions.

H. State written policy for the allocation and control of training expenditures including day-to-day operations.

I. Present budget for the overall training operation, or make it available for inspection by Accreditation Visitors.

J. Summarize the written policy for the formal evaluation of your training program(s). (Attach the details, if any).

K. Summarize your written policy for the control of substance abuse. (Attach the details, if any).

SECTION II: CURRICULA

A. Does your training program use NCCER's Standardized Construction and Maintenance Curricula?

YES ___ NO ___

B. List the types of training by craft being administered by your organization.

C. By training unit, list NCCER's Standardized Construction and Maintenance Curricula modules being taught by craft and module/level numbers, and the average enrollment per class/module.

Training Unit	*Craft*	*Average Enrollment*
(Example) Training Institute	Electrical I	20

D. Insert or attach a copy of the written release form which trainees sign to allow NCCER to release trainee information to sponsor representatives.

E. State written policy for retesting upon failure of written or performance tests.

F. State written policy for the security of written tests.

FORM 102 (CONT.)

SECTION III: INSTRUCTORS

A. Describe the method for selection of instructors.

B. List all Craft Instructors in the program, and include craft certification.

Instructor's Name	*Craft*
(Example) Biff Hooper	Electrical

C. State written procedures for the monitoring and evaluation of instructors

D. Attach your Instructor Handbook provided to each instructor outlining their classroom conduct and administrative requirements. If a handbook is not provided to instructors, state your training program policy provided to each instructor outlining their classroom conduct and administrative requirements and explain how this is communicated to the instructors.

E. Describe written classroom policy that instructors provide for their students, and attach copy if available.

F. State the written policy for maintaining the security and confidentiality of written tests, test results, and manuals that are provided to instructors.

G. Describe the continuing education plan for your instructors.

H. Describe the safety training provided for and/or required of your Craft Instructors.

I. Are instructors required to have First Aid training? Are First Aid kits available to them in the classroom and laboratory?

J. If hazardous materials are present do instructors have access to Material Safety Data Sheets (MSDS)? Is there a HAZCOM policy?

K. Do the instructors show the trainees where the MSDS sheets are located and explain how to use them?

SECTION IV: TRAINEES

A. Describe the written policy for the enrollment of trainees into the training program.

B. Describe the written policy for the standards for participation of trainees. How is this communicated to the trainee?

C-1. Describe the process for monitoring and documenting advanced standing and/or acceptance of previous craft training of trainees.

C-2. Describe the method by which trainees are permitted to "test out" of levels and/or selected modules.

C-3. Explain differences, if any, among active training units for C-1 and C-2.

D. Describe the process your active training unit(s) use(s) to control the quantity and selection of new trainees. Explain any differences among active training units.

E. List the total number of trainees enrolled for the past three years by training units and crafts.

Training Unit	*Craft*	*19__*	*19__*	*20__*
(Example) Training Institute	Electrical	25	25	20

FORM 102 (CONT.)

F. List the total number of trainees successfully completing training for the past three years by training units and crafts.

Training Unit	*Craft*	*19___*	*19___*	*20___*
(Example) Training Institute	Electrical	23	23	15

G. List the total number of trainees withdrawing/dropping out of training for the past three years by training units and crafts.

Training Unit	*Craft*	*19___*	*19___*	*20___*
(Example) Training Institute	Electrical	2	2	5

H. Explain the trainee evaluation system for each active training unit.

I. Describe the reward system for outstanding trainee performance for each active training unit.

J. Describe the resolution process for poor trainee performance for each active training unit.

K. Describe your recordkeeping procedures. Include an explanation of the interface between the sponsoring organization's recordkeeping system and each active training unit. (Copies of any forms should be attached as needed to clarify this point.)

L. Describe the counseling services provided for trainees at each active training unit.

M. Do trainees participate in course evaluation at each active training unit? Describe how.

N. Do trainees participate in instructor evaluation at each active training unit? Describe how.

O. Describe the method used to ascertain whether or not trainee job performance has improved for each active training unit. Explain how the results are used to improve the specific programs.

P. State the written policy concerning the training of non-members and/or non-employees.

Q. State the written policy for the training program provided to trainees, or attach a copy of the Trainee Handbook if available. If a handbook is not provided to trainees explain how this is communicated to the trainees.

R. State the written policy that is provided to trainees regarding conduct in the classroom. (Reference Trainee Handbook if available.)

S. State the written policy covering trainee absenteeism and tardiness. (Reference Trainee Handbook if available.)

T. State the written policy for trainee grievance procedures. (Reference Trainee Handbook if available.)

U. State the written policy for informing trainees of test results. (Reference Trainee Handbook if available.)

V. State the written policy concerning trainee safety procedures. (Reference Trainee Handbook if available.)

W. Does your program currently provide any outreach to area schools in the form of School-To-Career sponsorship, Job Fairs, Career Days, etc.? If so, please provide a brief description of your activities. Include any training figures under items E, F, & G of this section.

FORM 102 (CONT.)

SECTION V: FACILITIES AND SERVICES

A. Describe classroom facilities at each active training unit, including: area, seating capacity, furnishings, equipment, and other related information.

B. Provide a brief explanation of classroom control and use. Include coordination procedures if any are used for other activities.

C. Describe laboratory facilities at each active training unit including: area, trainee capacity, furnishing, equipment, and the craft(s) which use the laboratory.

D. Provide a brief explanation of laboratory control and use. Include coordination procedures if any are used for other activities.

E. Describe the instructional resources available to instructors and trainees.

F. State the written safety policy for classrooms and laboratories at each active training unit.

G. Describe the safety audit procedures for classroom, laboratory, and equipment that you use at all facilities.

H. Identify any minimum federal and state safety requirements your facility(ies) does (do) not meet.

I. Describe and list all audiovisual equipment, services, and other instructional equipment available for each active training unit.

J. List all equipment available for performance testing at each active training unit.

K. State the size of the classroom and laboratory areas and the number of students in each at each active training unit.

L. Describe the amount of lighting for the classroom and laboratory areas at each active training unit.

M. Provide a statement which confirms that required utilities such as gas, water, and electrical services are available for instruction as needed at each active training unit.

N. Explain the procedures for assuring that classroom and laboratory areas are safe, neat, and organized at each active training unit.

O. Describe storage facilities at each active training unit.

P. Describe the amount of unobstructed walking/working space available at each active training unit.

Notes

APPENDIX 2

SUGGESTED GUIDELINES FOR SITE VISITS

This document will be used as a guideline for site visits to accredit sponsors. The general outline of site visits should include the following:

1. A thorough understanding of the Policies and Procedures of the Accreditation Process. Contact NCCER's Accreditation Manager if there are any questions.
2. A comprehensive review of the Sponsor Candidate's Self-Assessment Document.
3. Consultation with the Sponsor Representative and NCCER's Accreditation Manager as needed for clarification of issues noted in the Self-Assessment Document.
4. An opening meeting of the visiting team with the Sponsor Representative and an officer of the sponsor organization (or the officer's designee).
5. Inspection of records, facilities, materials, and equipment.
6. Interview with the Sponsor Representative.
7. Interview with Training Unit Representative(s).
8. Interviews with Instructors.
9. Interviews with Trainees.
10. Interviews with employers of Trainees.
11. Observation of an ongoing class, or classes as appropriate.
12. Closing meeting with Sponsor Representative and an officer of the sponsor organization (or the officer's designee).

CLASSROOM AND LABS

1. Visit an ongoing class and observe the instructors and students.
2. Inspect classroom and lab facilities.

Accreditation Visitor Questionnaire

Interviews With Sponsor Representative(s) and Training Unit Representative(s)

1. Review purpose of visit and remind representatives that the conference and the results are confidential.
2. What training units are in operation?
3. Verify credentials of instructors.
4. Does the sponsor out-source training (use third parties to provide training)? If yes, describe the chain of responsibility.
5. Is there a budget established for the program? Do the sponsor's training unit representatives and instructors have any input to the budgeting process?
6. Is there a continuing education program for instructors?
7. What procedure is established for refresher training?
8. Does the sponsor allow testing-out? How is it done?
9. Does the sponsor use the abbreviated Instructors Certification Training Program? If so, how?
10. What procedure does the sponsor use to select instructors?
11. How does the sponsor evaluate its training program?
12. Does the sponsor use restricted Craft Instructors and/or performance evaluators? How are they selected? How does the sponsor ensure they are complying with NCCER policy?
13. Discuss any weaknesses identified in previous visits or Self-Assessment Documents and the progress made.
14. Describe the retesting policy for both the written and performance tests.
15. Describe the sponsor's trainee appeal process.
16. How does the sponsor maintain test security, including confidentiality of test results?
17. Are safety audits of facilities, laboratories, and equipment conducted?
18. Does this program participate in any formal or informal outreach to area schools through a School-To-Career vocational training program, Career Days, Job Fairs, etc.? Do you work with secondary, middle, and primary schools?
19. Are the policies and procedures covered in the Self-Assessment Document replicated, as appropriate, in Trainee and Instructor manuals, Policies and Procedures, and/or Employer Handbooks? If not, how are they communicated?
20. How do you communicate benefits of the program to Trainees and Instructors? Does your program stress a Career Path concept?
21. Before closing, does the sponsor have any questions?

Accreditation Visitor Questionnaire

Interviews With Craft Instructors

1. Explain the purpose of the interview and that it is confidential.
2. What craft(s) does the instructor teach?
3. Verify that the instructor meets minimum requirements.
4. Does the instructor know who the training unit representative is and what the representative's role is?
5. Does the instructor feel that the ICTP provided adequate preparation for instructing?
6. Is the instructor using NCCER's Standardized Construction and Maintenance Curricula? What other materials, if any, are used to augment the program?
7. Does the instructor use NCCER's Standardized Construction and Maintenance Curricula Instructor's Guide? Is it helpful? Note suggested improvements.
8. Determine procedures for the written and performance tests.
9. What written policies has the instructor received from the training unit sponsor?
10. Determine the procedure for reporting completion of training.
11. What are the classroom and laboratory policies for safety, absenteeism, tardiness, testing and other significant factors? Are they in writing? Are these policies provided to the trainees?
12. What is the trainee's appeals process?
13. What safety training has the instructor received for the classroom, the lab, and for performance testing?
14. Are there First Aid Kits and fire extinguishers in classrooms and labs?
15. Does the instructor have written procedures for accidents or emergencies? Are there practice drills? If hazardous materials are present, does the instructor have access to Material Safety Data Sheets (MSDS)? Is there a HAZCOM policy? Does the instructor show the trainees where the MSDS sheets are located and explain how to use them?
16. Does the instructor use guest speakers and/or restricted instructors? If so, how are they used?
17. Overall, does the instructor feel adequately supported? If not, why?
18. What is the policy for retesting both written and performance tests?
19. Has the instructor ever tested anybody out? If yes, what procedure did he/she use?
20. Does the instructor have adequate materials and equipment for classrooms, laboratories, demonstrations, and performance testing?
21. Does the instructor allow the trainees the opportunity to evaluate the program and the instructor?
22. What is the sponsor's policy on counseling and what procedures are used?
23. Describe the teaching techniques that are used in the classroom and laboratory.
24. How does the instructor maintain test security and confidentiality of test results?
25. Who grades the tests? How are the results communicated?
26. How does the instructor handle trainees who are having difficulty with the training?
27. Does the instructor conduct safety audits of classrooms, laboratories, and equipment? If not, who does?
28. What continuing educational opportunities are provided for instructors?
29. What are the strengths and weaknesses of the program?
30. Ask for at least one change the instructor would make to the program.
31. Are there any final suggestions the instructor can make to improve the program?
32. Before closing, does the instructor have any questions?

Accreditation Visitor Questionnaire

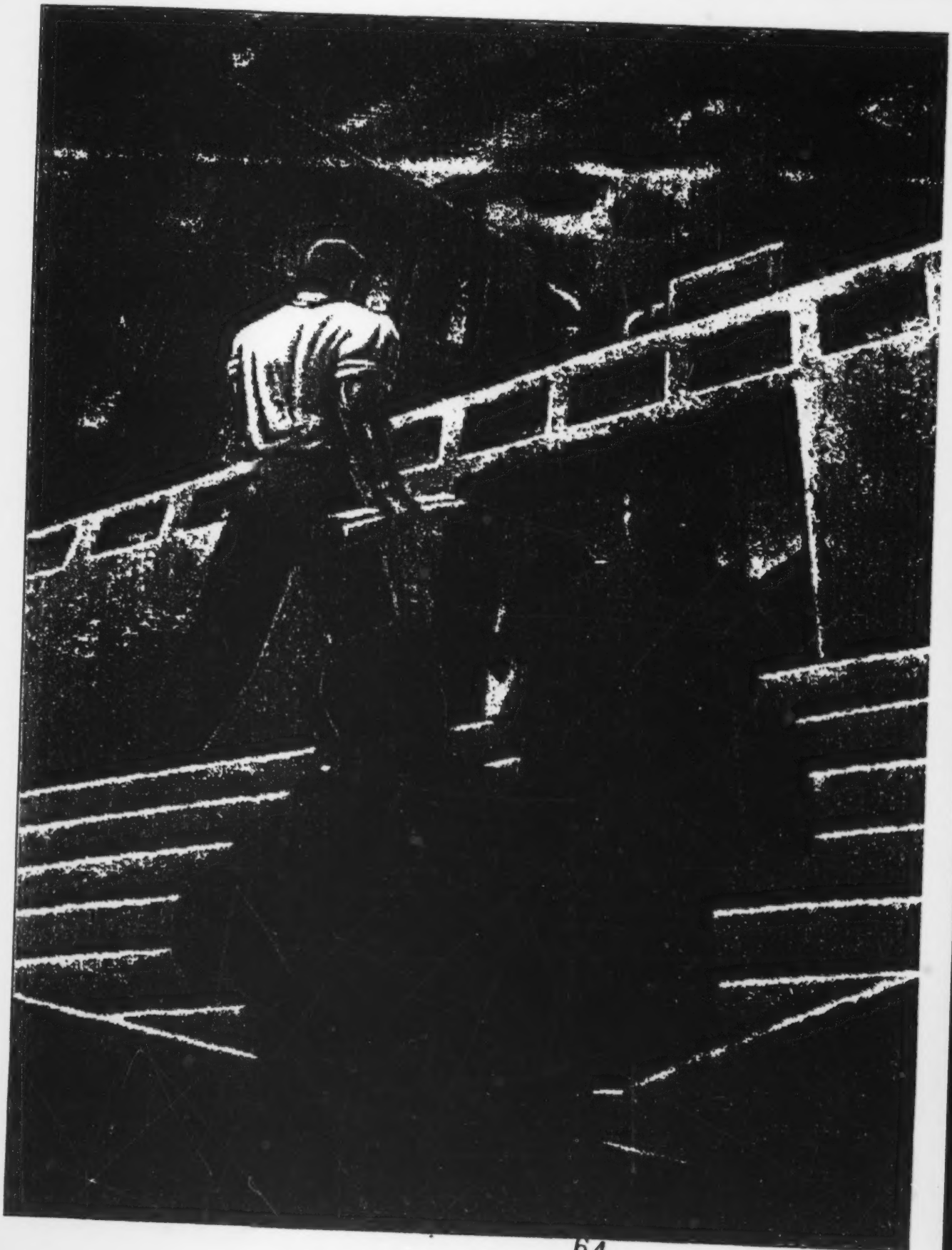
Interviews With Trainees

1. Explain the purpose of the interview and that the discussion is confidential.
2. In what sponsored training programs has the trainee participated?
3. Who taught the class?
4. Generally, has the trainee's instructor been effective? Why? Why not?
5. Ask the trainee to explain what the craft standardization program is about. Clarify any misunderstanding.
6. Has the trainee completed any written or performance tests? If so, ask how these were administered.
7. Has the trainee received safety training?
8. How is safety stressed in all classes?
9. Has the trainee observed any unsafe conditions in the classroom? Were they reported? What was the result? If hazardous materials are present, does the instructor have access to Material Safety Data Sheets (MSDS)? Is there a HAZCOM policy? Does the instructor show the trainees where the MSDS sheets are located and explain how to use them?
10. In the trainee's opinion, is there adequate equipment and materials available for training?
11. Are there any distractions in the classrooms or laboratories?
12. Does the instructor encourage student feedback?
13. Has the trainee received an NCCER transcript? If yes, how was it received? Does the trainee understand the purpose and significance of the transcript?
14. Does the trainee's instructor use NCCER's Standardized Construction and Maintenance Curricula? Does he use other manuals?
15. Does the trainee know the passing criteria for written and performance tests?
16. Are guest speakers used? If so, what did they teach? Was the instructor present?
17. Was the trainee provided written classroom policies? Ask for some examples of the rules, (i.e. absenteeism, tardiness, etc.)
18. Has the testing out procedure been explained to the trainee? Has the trainee ever tested out? If yes, ask trainee to explain the procedure used.
19. Is the instructor available outside of class?
20. In the trainees opinion, what are the strengths and weaknesses of the program?
21. Ask for at least one way in which the program can be improved.
22. Does the trainee have any additional suggestions that could improve the program?
23. Before closing, does the trainee have any other comments or questions?

Accreditation Visitor Questionnaire

Interviews With Employers of Trainees

1. Explain the purpose of the interview and that the discussion is confidential.
2. In what sponsored training programs do the employer's trainees participate?
3. What are the reasons the employer is using this training?
4. Generally, has training been effective/profitable to the employer? Why? Why not?
5. Discuss the craft standardization program and ask if the employer is familiar with the program. Clarify any misunderstanding.
6. Does the employer provide on-the-job performance evaluation? Are performance evaluators certified according to NCCER guidelines?
7. Is the training program sponsor responsive to employer training needs?
8. Is the employer aware of channels for communicating needs to the training program sponsor?
9. In the employer's opinion, does the sponsor have adequate equipment and materials available for training?
10. Does the sponsor report to the employer in an accurate and timely fashion? (i.e. grades, attendance.)
11. Does the sponsor provide a written employer's handbook for the training program(s).
12. In the employer's opinion, what are the strengths and weaknesses of the program?
13. Ask for at least one way in which the program can be improved.
14. Before closing, does the employer have any other comments or questions?



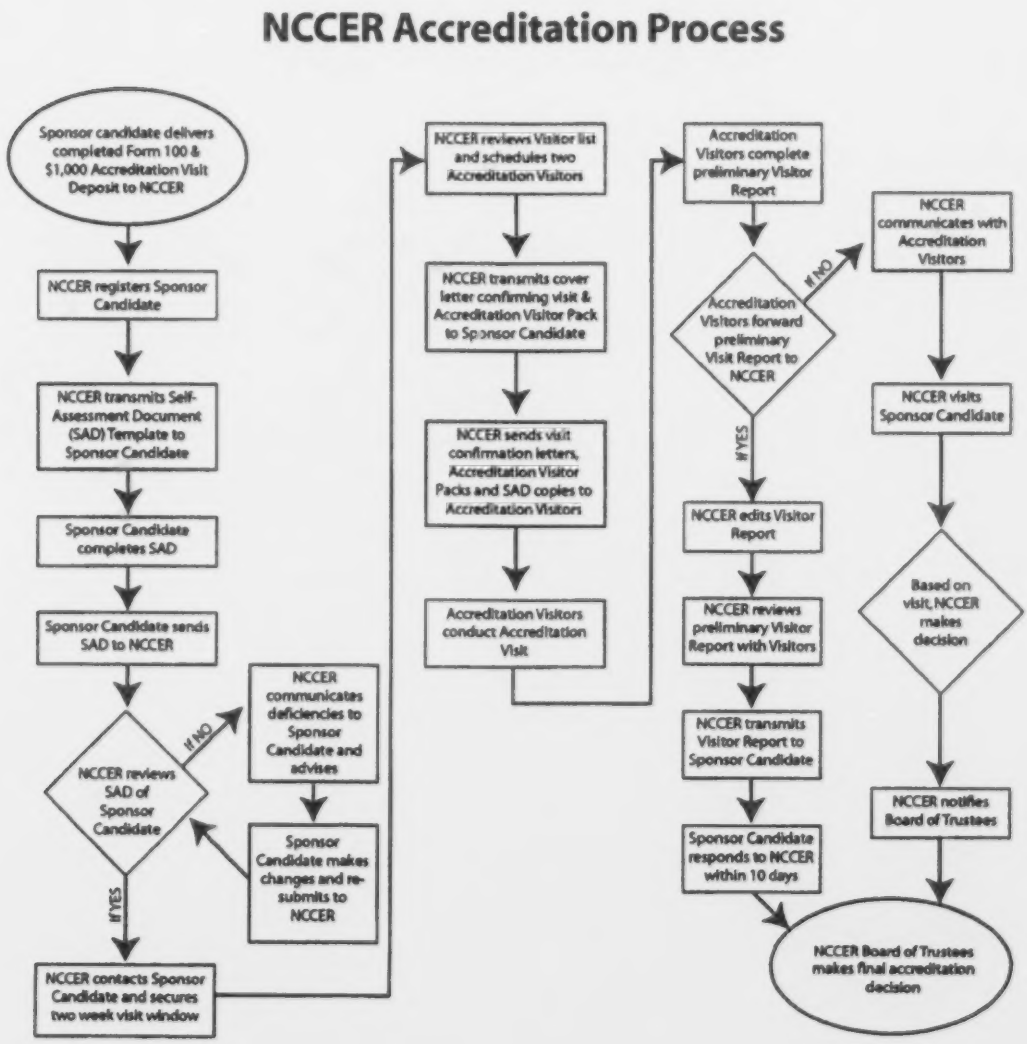
APPENDIX 3

ACCREDITATION PROCESS FLOW CHART

Below is a copy of the Accreditation Process Flow Chart. It graphically represents the steps that occur in the Accreditation Process from beginning to end. It delineates responsibilities and procedures of all parties involved in the process.

Sponsor candidates should utilize this flow chart in planning their own accreditation efforts and in laying out a time line for the completion of the process.

If there are any questions regarding the Accreditation Process, please contact NCCER's Accreditation Department at (352) 334-0911.


NCCER Accreditation Process
Sponsor candidate delivers completed Form 100 & $1,000 Accreditation Visit Deposit to NCCER
NCCER registers Sponsor Candidate
NCCER transmits Self-Assessment Document (SAD) Template to Sponsor Candidate
Sponsor Candidate completes SAD
Sponsor Candidate sends SAD to NCCER
NCCER reviews SAD of Sponsor Candidate
If NO
NCCER communicates deficiencies to Sponsor Candidate and advises
Sponsor Candidate makes changes and re-submits to NCCER
If YES
NCCER contacts Sponsor Candidate and secures two week visit window
NCCER reviews Visitor list and schedules two Accreditation Visitors
NCCER transmits cover letter confirming visit & Accreditation Visitor Pack to Sponsor Candidate
NCCER sends visit confirmation letters, Accreditation Visitor Packs and SAD copies to Accreditation Visitors
Accreditation Visitors conduct Accreditation Visit
Accreditation Visitors complete preliminary Visitor Report
Accreditation Visitors forward preliminary Visit Report to NCCER
If NO
NCCER communicates with Accreditation Visitors
If YES
NCCER edits Visitor Report
NCCER reviews preliminary Visitor Report with Visitors
NCCER transmits Visitor Report to Sponsor Candidate
Sponsor Candidate responds to NCCER within 10 days
NCCER visits Sponsor Candidate
Based on visit, NCCER makes decision
NCCER notifies Board of Trustees
NCCER Board of Trustees makes final accreditation decision

Notes

Forms Section

National Center for Construction Education and Research

Standardized Craft Training Process Registration and Release Form

Important: ***Type or print legibly. Any inaccuracies on this form may be reflected on student transcripts and training records.***

Sponsor Name: _____

Check One: ☐ Student ☐ Craft Instructor

Name: _____

Social Security #: _ _ _ - _ _ - _ _ _ _

Job Title: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Phone: _____ Company Fax: _____

I hereby authorize the Registrar of the NCCER National Craft Training Registry to verify information in my craft training records to Sponsor Representatives upon request. I release and hold harmless the National Center for Construction Education and Research for this verification process.

Signature: _____ Date: _____

OPTIONAL

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Student's Fax: _____

Sex: _____ Race: _____ Military Service: ☐ Yes ☐ No

OPTIONAL

Education

	School and location	Last year completed	Degree/Certificate	Major
High School:	_____	1 2 3 4		
College:	_____	1 2 3 4	_____	_____
Trade/Business:	_____	1 2 3 4	_____	_____
Other:	_____	1 2 3 4	_____	_____

Construction Experience (years): _____ Type of Work: _____

***NOTE:** To be entered in the National Center for Construction Education and Research's National Training Registry, you must complete this Registration and Release Form. This form must either be forwarded by your sponsor to the Registrar of the NCCER, or the Sponsor may choose to maintain the Release Forms locally and provide the Registry with written notification of trainees or instructors, including their names and social security numbers. This written notification must include the signature of the Sponsor Representative or other authorized officer of the Sponsor.* 1/99

National Center for Construction Education and Research

Standardized Craft Training Program
FORM 100 – Preliminary Application for Training Program Sponsorship

Who Will Use This Form: This form will be completed by Training Sponsor applicants.

Action: The Sponsor applicant should 1) read and understand the NCCER *Guidelines for the Administration and Accreditation of the Standardized Craft Training Process,* 2) complete this preliminary application form, and 3) send to the Accreditation Department, National Center for Construction Education and Research. Upon receipt of this form, along with a check for $1,000 (made payable to NCCER) as a deposit for the accreditation visit expenses, the NCCER will contact the applicant regarding the status of the application. All applications will be reviewed by the Trustees of the National Center for Construction Education and Research.

All Blocks MUST Be Filled • Please Type

Sponsor applicant organization: _____ Date: _____

Name and Title of proposed Sponsor Representative: _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Shipping Address: _____ Shipping Zip: _____

Name and Title of Second Contact: _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Shipping Address: _____ Shipping Zip: _____

(Use additional sheets as needed for the following questions)

Craft Training areas (Electrical, Welding, etc.)	Estimated Number of Trainees:	Estimated Number of Craft Instructors:

Return to: **NCCER – Accreditation Department**
P.O. Box 141104 • Gainesville FL 32614-1104 • 352-334-0911 • fax 352-334-0932 1/00

NCCER PRELIMINARY APPLICATION FOR SPONSORSHIP

All Blocks MUST Be Filled • Please Type

(Use additional sheets as needed for the following questions)

Do you have Master Trainers Certified by the NCCER? _____ If yes, please list names and Social Security numbers below or provide attachment..

_____

_____

Are any of your Master Trainers NCCER Certified Assessment Administrators? _____
If yes, please list names and Social Security numbers below.

_____

_____

Do you have Craft Instructors certified by the NCCER? _____ If yes, please list names, crafts and Social Security numbers below or provide attachment..

_____

_____

_____

Use the attached TRAINING UNIT INFORMATION SHEET to provide information regarding training facilities used for craft training. This requirement is mandatory.

Are you training in partnership with other organizations or association? ☐ Yes ☐ No If Yes, please list.

_____

_____

I attest that this information is true, and that the Sponsor has read and agrees to abide by the Conditions set forth in the NCCER *Guidelines for the Administration and Accreditation of the Standardized Craft Training Process.*

Signature and typed name of Sponsor Representative:

_____

Date: _____ Title: _____

Signature, typed name and title of an Officer of Sponsor Organization:

_____

_____

Date: _____ Title: _____

1/00

National Center for Construction Education and Research

Training Unit Information Sheet

Sponsor/Candidate Name: _____

Sponsor Representative Name: _____

Training Unit Name: _____ **Accredited** ☐

Training Unit Representative Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

☐ **School** (Check all that apply)
- __ Secondary
- __ Vocational/Technical
- __ Post Secondary
- __ STW Programs

__ Other (Explain)

☐ **Contractor Facility**
- __ Classroom Training
- __ Performance Testing
- __ STW Programs

☐ **Sponsor Facility**
- __ Classroom Training
- __ Performance Testing

Number of Students: _____

Crafts being taught (please list): _____

_____

Training Unit Name: _____ **Accredited** ☐

Training Unit Representative Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

☐ **School** (Check all that apply)
- __ Secondary
- __ Vocational/Technical
- __ Post Secondary
- __ STW Programs

__ Other (Explain)

☐ **Contractor Facility**
- __ Classroom Training
- __ Performance Testing
- __ STW Programs

☐ **Sponsor Facility**
- __ Classroom Training
- __ Performance Testing

Number of Students: _____

Crafts being taught (please list): _____

_____

Signature: _____ **Date:** _____

***Note: Please copy this form to provide information on additional training units.

1/00

National Center for Construction Education and Research
Standardized Craft Training Program
FORM 101 – Registration of Craft Instructor Certification

Instructions for Completing FORM 101

Provide the Sponsor Organization name.
Check the box provided to indicate whether the ICTP course was presented in its complete or abbreviated version.
NOTE: The abbreviated ICTP course is only for training craft instructors who have at least 3 years of experience as a certified teacher in a vocational/technical craft training program.
Provide complete name and SS# of Master Instructor, as well as the completion date of the ICTP training.
For each Craft Instructor clearly print or type their first and last name, and Social Security #.
Correctly indicate the craft in which the instructor will be certified to teach. See list of approved Craft Instructor listings.

- Core
- Carpentry
- Concrete Finishing
- Electrical
- Glazier
- HVAC
- Heavy Equipment Operations
- Industrial Maintenance
- Industrial Painting
- Instrumentation
- Insulation
- Ironworker
- Maintenance Technician
- Masonry
- Metal Building Assembler
- Millwright
- Mobile Crane Operator
- Painting *
- Pipefitter
- Plumbing
- Roofing
- Sheet Metal
- Sprinkler Fitter
- Welding

Fill in the completion dates for the written and performance test.

Note: This is the date that will be used on all of the Craft Instructors documentation.

Indicate any special restrictions the Craft Instructor may have. (See page 14 of Guidelines book for information on Restricted Certification.)

Note: If no restrictions are listed it is assumed the Craft Instructor is qualified to teach all levels of the craft.
Use the checkbox to indicate if any instructors were certified using the abbreviated version of the ICTP.

Be sure the Sponsor representative completes and signs the bottom of the form.

SAMPLE:

Name of Primary Master Trainer: Joe Smith **SS#:** 001-23-4567 **Date(s) of Class:** 1/1/97 – 1/4/97

Additional Master Trainers, if any: **SS#:** – – **Date(s) of Class:**

SS#: – – **Date(s) of Class:**

Name	Sponsor Organization	Soc. Security #	Craft	Written Test Date Passed	Perf. Test Date Passed	Instructor Restriction	Abbrev. ITCP
John Doe	Sponsor Co. Inc.	123-45-6789	Electrical	1/4/97	1-4-97	None	

If you have questions regarding completion of FORM 101, Contact the NCCER Registry at 352/334-0911 ext. 350/355

1/00

Return to: NCCER Registrar, P.O. Box 141104, Gainesville, Florida 32614-1104. Phone: 352-334-0920/Fax: 352-334-0931

National Center for Construction Education and Research
Standardized Craft Training Program
FORM 101 – Registration of Craft Instructor Certification

FORM 101 – REGISTRATION OF CRAFT INSTRUCTOR CERTIFICATION

Provide the following data for all Craft Instructor candidates who successfully completed the I.C.T.P. Form must be completed Training Sponsor for Instructors to be registered. PRINT or TYPE names exactly as they should appear on their certificate. Use additional sheets if needed. Check Abbreviated ICTP box if appropriate.

Training Sponsor Organization: _____

Name of Primary Master Trainer: _____ **SS#:** ___ - ___ - ____ **Date(s) of Class:** _____

Additional Master Trainers, if any: _____ **SS#:** ___ - ___ - ____ **Date(s) of Class:** _____

_____ **SS#:** ___ - ___ - ____ **Date(s) of Class:** _____

Name	Sponsor Organization	Soc. Security #	Craft	Written Test Date Passed	Perf. Test Date Passed	Instructor Restriction	Abbrev. ITCP *
		- -					
		- -					
		- -					
		- -					
		- -					
		- -					
		- -					
		- -					
		- -					
		- -					

* Craft Instructors taking the Abbreviated ICTP must have a minimum of three years experience as a certified instructor in a vocational/technical craft training program.

The Training Sponsor hereby requests Craft Instructor certification for the individuals named on this form. I attest that the above instructor has signed the Registration and Release form and that I have the authority for the Sponsor to submit the NCCER Registration Fee in the amount provided herein by the Training Sponsor listed. The Training Sponsor organization agrees to abide by the conditions in the NCCER *Guidelines*.

Signature of Primary Master Trainer: _____

Signature of Sponsor Representative: _____ Name (type): _____

Title: _____ Date: _____

Return to: **NCCER Registrar**, P.O. Box 141104, Gainesville, Florida 32614-1104. Phone: 352-334-0920/Fax: 352-334-0931 1/01

National Center for Construction Education and Research

STANDARDIZED CRAFT TRAINING

FORM 103 – Guidelines for the Preparation and Submission of Annual Reports

This form revised January, 2001

Sponsors with accredited craft training programs are required to submit an annual report following the format provided in this document. This report shall be submitted to the NCCER no later than February 1 st each year. This report will summarize the activities of the preceding calendar year (January 1st through December 31st) and will be signed by the Sponsor Representative.

Part One of the Annual Report shall identify progress made by the sponsor to alleviate weaknesses or former undeveloped potentials realized since the previous Annual Report or Accreditation Visit.

Part Two of the Annual Report requires specific data regarding the sponsor's craft training programs. This data is used for research purposes and allows The Center and its sponsors to track progress and trends nationally. It also serves as a basis for continuing accreditation.

Upon receipt of the Annual Report a designated NCCER staff member will review it for compliance to format and guidelines. If the Report does not meet the standards described, the Report will be returned to the Sponsor Representative along with specific feedback noting the need for specific data. A revised report will be required within thirty days.

The Sponsor may request a diskette provided to facilitate the completion of the Annual Report from the NCCER's Accreditation. There is also a hard copy of the Annual Report form provided which the Sponsor may use to make notes and otherwise assist them in completing this form. Once the information is entered onto diskette print the document in preparation for mailing to the NCCER.

This form provided on the NCCER's web-site (http://www.nccer.org) **is in MS Word 97. It may be copied and saved as such to the Sponsor's in house computer to facilitate the timely completion of the Annual Report.**

The Annual Report may be submitted in typed format on 8 ½ by 11 paper. All sections will be referenced as presented in this procedure. All reports must be signed by the Sponsor Representative.

National Center for Construction Education and Research

Form 103 - Annual Report Document

Note: For responses with fields, place cursor inside of field and begin typing.

Sponsor: company or chapter name

Sponsor Address: mailing address

City/State/Zip Code:

Sponsor Shipping Address:

City/State/Zip Code:

Telephone: main operator swichboard

Fax:

Sponsor Representative:

Title: position with company or chapter

Telephone:

Fax:

email:

2nd Contact:

Title: position with company or chapter

Telephone:

Fax:

email:

Current date of completion:

Annual Report, Part 1: Weaknesses and Undeveloped Potentials

1. **Weakness:**
   List each weakness cited in your organization's most recent accreditation visit. *If more appropriate (no recent visit), list any weakness identified by your organization.* For each weakness identified, describe what your organization has done to alleviate the condition and how it was accomplished.

2. **Undeveloped Potentials:**
   List each undeveloped potential identified in your organization's most recent accreditation visit. *If more appropriate, list any undeveloped potential identified by your organization.* Describe what was done to develop this potential in the past calendar year and what continuous improvement efforts are in place. Be specific.

3. **Specific Changes:**
   Describe specific changes that occurred during the preceding calendar year in the following areas:

   A. Organization and Administration

   B. Specific training conducted

   C. Instructors and Assessment personnel. List and include social security number for verification. (Compare NCCER Registry List for Accuracy. Note differences, if any.)

   C-1 List the Instructors or Assessment personnel dropped from your program and include social security number for Registry Records.

Please note: Sponsors and Sponsor Candidates are required to submit to the NCCER's National Registry a **Standardized Craft Training Process Registration and Release Form** for each trainee and instructor currently enrolled in the program. Trainees and instructors who have not completed the **Registration and Release Form** and had them submitted will not be entered into the NCCER's National Registry.

   D. Trainees

   E. Facilities and Services (include any changes in training units)

Annual Report, Part 2: Statistical Summaries

1. Program Offerings

For each training unit, list the various NCCER Standardized Craft Training curricula (WOL) being used and for what type(s) of training. Use the following format.

(Tab from field to field. Tab through to end of row and then hit Tab again to create next row as needed. Use arrow keys, or right click with mouse to move cursor out of information fields and into next subject/field.)

Training Unit	NCCER Standardized Craft	Indicate Type of Training With an "X" In Appropriate Column		
		Task	Appren-ticeship	Other (Describe)

2. Course Offerings

For each training unit list the Wheels of Learning modules being taught by craft and module number/or level, and average enrollment per class. Use the following format.

(Tab from field to field. Tab through to end of row and then hit Tab again to create next row as needed. Use arrow keys, or right click with mouse to move cursor out of information fields and into next subject/field.)

Training Unit	Craft Instructor	Craft	WOL Module Numbers or Level	Average Enrollment

3. Enrollment Data

For each active training unit indicate by craft the <u>total</u> number of trainees enrolled for the past three years. Use the following format.

(Tab from field to field. Tab through to end of row and then hit Tab again to create next row as needed. Use arrow keys, or right click with mouse to move cursor out of information fields and into next subject/field. <u>Years should be in ascending order, left to right.</u>)

Training Unit	NCCER Standardized Craft	Total # of Trainees Enrolled		
		19	19	00

4. Completion Data

a. For each active training unit, indicate, by program, the number of trainees successfully completing training. Use the following format.

(Tab from field to field. Tab through to end of row and then hit Tab again to create next row as needed. Use arrow keys, or right click with mouse to move cursor out of information fields and into next subject/field. Years should be in ascending order, left to right.)

Training Unit	NCCER Standardized Craft	Total # of Trainees Who Successfully Completing Craft in:		
		19	19	00

b. For each active training unit, indicate, by program, the trainees that withdrew or dropped out of the training program for the past three years. Use the following format.

(Tab from field to field. Tab through to end of row and then hit Tab again to create next row as needed. Use arrow keys, or right click with mouse to move cursor out of information fields and into next subject/field. Years should be in ascending order, left to right.)

Training Unit	NCCER Standardized Craft	Total # of Trainees Who Withdrew or Dropped Out In:		
		19	19	00

Signatures of the Sponsor Representative is required as verification to the accuracy and completeness of the Sponsor's annual report. Space is provided for an additional Sponsor Officer sign at sponsor's discretion.

_____ Sponsor Representative _____Date

_____ Sponsor Officer _____Date

Please return a printed "hard copy" of the Annual Report Document to:

Accreditation Department
NCCER
P.O. Box 141104
Gainesville, Florida 32614

National Center for Construction Education and Research

Standardized Craft Training Program

FORM 104 –Application for Accredited Training Unit

Page 1 of 3

Who Will Use This Form: This form will be completed by Training Unit applicants.

Action: The Training Unit applicant should 1) read and understand the NCCER *Guidelines for the Administration and Accreditation of the Standardized Craft Training Process,* 2) complete this preliminary application form, and 3) send to the Accreditation Department, National Center for Construction Education and Research, or sponsor, as appropriate. Upon receipt of this form, along with a check for $35.00 (made payable to NCCER) as an application fee, the NCCER will contact the applicant and/or sponsor regarding the status of the application. All applications will be reviewed by the Trustees of the National Center for Construction Education and Research.

All Blocks MUST Be Filled. Please Type

Applicant Organization Name: _____ Date: _____

Type of Organization: _____

Organization Sponsor: _____

Name and Title of Applicant Representative: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Shipping Address: _____ Shipping Zip: _____

Name and Title of Second Contact: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Shipping Address: _____ Shipping Zip: _____

(Use additional sheets as needed for the following questions)

Craft Training Areas (Electrical, Welding, etc.)	Estimated Number of Trainees:	Estimated Number of Craft Instructors:

All Blocks MUST Be Filled • Please Type

(Use additional sheets as needed for the following questions)

Do you have Master Trainers Certified by the NCCER? _____ If yes, please list names and social Security numbers below.

_____

_____

Do you have Craft Instructors certified by the NCCER? _____ If yes, please list names and social security numbers below.

_____

_____

_____

_____

_____

Use the attached TRAINING UNIT INFORMATION SHEET to provide information regarding training facilities used for craft training. **This requirement is mandatory.**

Are you training in partnership with other organizations or association? ☐ Yes ☐ No Please provide or attach an explanation.

_____

_____

I attest that this information is true, and that the Training Unit has read and agrees to abide by the conditions set forth in the NCCER *Guidelines for the Administration and Accreditation of the Standardized Craft Training Process.*

Signature and typed name of Training Unit Representative:

_____

Date: _____ Title: _____

Signature, typed name and title of an Officer of Training Unit Organization:

_____

_____

Date: _____ Title: _____

This document is intended as a check-list to assist potential ATUs in assessing their program's status at the start of the accreditation process. Please check (√) the appropriate box, Yes (___) or No (___). This portion of the document to be submitted at the time of application and is not intended to substitute or replace the ATU candidate's Self Assessment Document. It should also be understood that having a policy or circumstance in place does not imply that the ATC candidate is in compliance with the NCCER policies and procedures.

1. Yes___ No ___ The training unit has training goals and objectives.
2. Yes___ No ___ There is a budgeting procedure in place for the program.
3. Yes___ No ___ There is a procedure in place for evaluating the program.
4. Yes___ No ___ The program has documented linkage to the construction industry.
5. Yes___ No ___ The program has industry oversight that provides effective consultation and support including input into the program's overall planning, development, execution and evaluation. (Regularly scheduled meetings?)
6. Yes___ No ___ Is there linkage for students/trainees from the program to the industry.
7. Yes___ No ___ The program currently utilizes the NCCER's Standardized Craft Training curricula and/or the NCCER's testing procedures.
8. Yes___ No ___ The program currently uses instructors who are NCCER certified.
9. Yes___ No ___ The program currently has an NCCER certified Master Trainer.
10. Yes___ No ___ The program currently provides for safety training for instructors and students/trainees.
11. Yes___ No ___ The program currently provides instructors with Instructor Handbooks or procedures outlining classroom conduct and administrative requirements.
12. Yes___ No ___ The program currently provides students/trainees with Handbooks outlining their classroom conduct and administrative requirements.
13. Yes___ No ___ The program's classroom facilities provide sufficient area, seating, furnishings, and equipment including books, audio-visual, white boards, etc.
14. Yes___ No ___ The program's laboratory facilities provide sufficient area, seating, furnishings, and equipment including tools, machines and materials to allow for both hands-on training and performance testing.
15. Yes___ No ___ The program has sufficient first-aid, fire and safety equipment.
16. Yes___ No ___ There is a safety program in place to provide adequate classroom, laboratory and job-site safety training for students/trainees and instructors.
17. Yes___ No ___ Is there currently a VICA or other industry career program in place?

Return to sponsor, or:

NCCER – Accreditation Department
P.O. Box 141104 • Gainesville FL 32614-1104 • 352-334-0911
fax 352-334-0932

Revised 1/00

Accredited Training Unit-Self Assessment Document Form 105
Training Unit: company or school name
ATU Candidate Address: mailing address
City/State/Zip Code:
ATU Candidate Shipping Address:
City/State/Zip Code:
Telephone: main operator swichboard
Fax:
ATU Representative:
Title: position with company or school
Telephone:
Fax:
email:
2nd Contact (optional):
Title: position with company or school
Telephone:
Fax:
email:
Current date of completion:

Section I: Organization and Administration

The purpose of this section is to assess the training unit's organization and administration for it's training program. Where requested please provide a brief and complete written statement or reference an attachment to this document. In other cases check (√) the blank provided **Yes** *or for* **No.**

A. Provide a brief description of the training unit's training history. Include the number of years of craft training and crafts being taught. Reference any Department of Education and/or Vocational Board approval or certification.

B. List or attach the training goals and objectives for the training unit.

C. Provide the written policy for addressing grievances and reference the NCCER *Guidelines* where applicable.

D. Provide the policy for complying with Federal and state regulations concerning ADA and EEO/Affirmative Action.

E. Provide an organizational chart for the training unit that demonstrates staffing management functions and linkage to the NCCER and/or the Sponsoring organization.

F. Explain the budgeting procedure, including day to day expenditures for the program and provide a budget statement to the Accreditation Team for inspection.

G. Explain the policy for the formal evaluation of the training provided by the training unit. (How do you determine if the training program is effective?)

H. State the training unit policy for the control of substance abuse.

I. If the training unit is a secondary or post-secondary school does its program provide for linkage to the industry? State the policy in place and provide documentation (i.e. minutes of meetings) that will demonstrate the oversight provided by this linkage.

Under separate attachment provide a list of those members of the industry providing oversight of the program. For each include:

- Name
- Advisory position
- Company name, address and phone number
- Company Title
- Craft area of expertise
- Partnering Trade Association to which they or their firm belong

J. If the training unit is a secondary or post-secondary school does its program provide assistance to students linking them to employers? Explain:

K. Describe the training unit's procedure for transmitting records to the Sponsor and/or NCCER.

Section II: CURRICULA

The purpose of this section is to verify the curricula in place for this program as applies to NCCER Standardized Training. Where requested please provide a brief and complete written statement or reference an attachment to this document. In other cases check (√) the blank provided **Yes** *or for* **No.**

A. Does the training unit use the NCCER's Standardized Craft Training curricula?

YES ___ NO

If no, does the training unit utilize the NCCER's testing procedures.

YES ___ NO

B. List the types of craft training utilizing the NCCER Standardized Craft Training curricula and/or testing process, including Module numbers as appropriate, and the average enrollment per class/module.

(Sample) Craft-	Module/Level	Ave. Enrollment
Electrical	Level I	20

C. Does the training unit provide a written release form which trainees and parents (as required) sign to allow the NCCER to release trainee information to sponsor representatives? (Attach a copy)

YES ___ NO ___ If no, explain why.

D. State the training unit policy for re-testing in compliance with NCCER guidelines on both written and performance tests.

E. State the training unit policy for security of written and CD-ROM tests, reference the NCCER guidelines.

Section III: INSTRUCTORS

The purpose of this section is to verify that instructors are in compliance with NCCER policy. Where requested please provide a brief and complete written statement or reference an attachment to this document. In other cases check (√) the blank provided **Yes** *or for* **No.**

A. Describe the method for the selection of instructors.

B. List all Craft Instructors for the program and include their NCCER craft certification.

Instructor's name	Craft
(example) Biff Hooper	Electrical

C. State written procedures for the monitoring and evaluation of instructors.

D. Attach your Program Handbook provided to instructors outlining their classroom conduct and administrative requirements. It should outline their classroom conduct and administrative requirements and reference the NCCER *Guidelines* where appropriate. (Specific reference to NCCER *Guidelines* may be provided to program participants via attachment to existing participant manuals.)

If a handbook is not provided to instructors, state your training program policy provided to each instructor, and explain how this is communicated to the instructors.

E. List all Master Trainers for the program.

F. State the written policy for maintaining the security and confidentiality of written tests and test results.

G. Describe the continuing education plan for your instructors including organized in-service and upgrading.

H. Describe safety training provided or required for and/or required of your craft instructors.

I. Are first aid kits available in the classroom and laboratory?

YES ___ NO ___ If no, explain why.

J. If hazardous materials are present do instructors have access to Material Safety Data Sheets (MSDS)? Are the trainees advised as to their use and where they are located?

YES ___ NO

Explain:

Section IV: STUDENTS/TRAINEES

The purpose of the section is to verify Student/Trainee selection and participation in the NCCER's Standardized Craft Training is in compliance with NCCER Guidelines. Where requested please provide a brief and complete written statement or reference an attachment to this document. In other cases check (√) the blank provided **Yes** *or for* **No.**

A. Describe the policy for trainee enrollment into the training program. Include any testing for aptitude and other related procedures.

B. Describe the standards for participation by Students/Trainees and explain how this is communicated to them.

C. Explain how the training unit provides for the monitoring and acceptance of advanced standing and/or acceptance of previous craft training of Students/Trainees. *(Post-secondary programs only)*

D. Explain how the training unit allows Students/Trainees to "test-out" in compliance with NCCER *Guidelines*. *(Post-secondary programs only)*

E. List the total number of Students/Trainees enrolled for the past three years by crafts.

	Total # of Students/Trainees Enrolled		
Craft	19__	19__	00
*(sample)*Electrical	25	25	20

F. List the total number of Students/Trainees completing training for the past three years by crafts.

	Total # of Students/Trainees Enrolled		
Craft	19__	19__	00
*(sample)*Electrical	22	23	20

G. List the total number of Students/Trainees failing to complete training for the past three years by crafts.

	Total # of Students/Trainees Enrolled		
Craft	19__	19__	00
*(sample)*Electrical	3	2	0

H. Briefly describe the trainee evaluation system.

I. Is there a reward system for outstanding Student/Trainee performance?
YES ___ NO

Explain:

J. Describe the process in place for the resolution of poor trainee performance.

K. Describe counseling services provided for Students/Trainees and does this service provide for linkage of Students/Trainees to potential employers.

L. Describe how Students/Trainees participate in course evaluation.

M. Describe how Students/Trainees evaluate instructors.

N. Where applicable, describe the method to ascertain whether or not trainee job performance has improved and how this information is used to improve the specific programs.

O. Attach your Program Handbook provided to each student/trainee outlining their classroom conduct and administrative requirements. It should outline their classroom conduct and administrative requirements and reference the NCCER *Guidelines* where appropriate. (Specific reference to NCCER *Guidelines* may be provided to program participants via attachment to existing participant manuals.)

If a handbook is not provided to Students/Trainees, state your training program policy provided to each, and explain how this is communicated to the Students/Trainees.

P. State the policy covering student/trainee absenteeism and tardiness.

Q. State the policy allowing for student/trainee grievances with reference to the NCCER.

R. Provide the written policy concerning student/trainee safety procedures.

Section V: FACILITIES and SERVICES

The purpose of this section is provide an oversight of Facilities and Services and their ability meet the requirements of the NCCER's Standardized Craft Training. Where requested please provide a brief and complete written statement or reference an attachment to this document. In other cases check (√) the blank provided **Yes** *or for* **No.**

A. Describe classroom facilities including area, seating capacity, furnishing, equipment (including books, audio-visual, white-boards, etc.) and other related information.

B. Describe laboratory facilities including area, seating capacity, furnishing, equipment (including tools, machines and materials) and other related information.

C. Describe the control and use of classrooms and laboratories. If the classrooms and laboratories are used for other activities provide the procedures in place for the control and use of those facilities.

D. Describe the instructional resources adequate for instructors and trainees.

E. State safety policy in place for classrooms and laboratories, in compliance with state guidelines that includes auditing of facilities and equipment.

F. Describe or list equipment available for performance testing. If applicable, explain why performance testing is not possible at the training unit.

G. Do the training unit's facilities and public services (gas, water, lighting, etc.) comply with state and/or federal requirements?

YES ___ NO ___ Explain

H. Describe all audiovisual equipment, services and other instructional equipment available for training.

I. Describe the size of classrooms and laboratory areas and the number of trainees using each at one time.

J. Explain the procedures for assuring that classroom and laboratory areas are safe, neat and organized. (Are facilities audited before each use?)

K. Describe storage facilities.

L. Describe the amount of unobstructed walking/working space available.

Instructions for C

NCCER CRAFT TRA

Completely fill out top portion of form: training sponsor name, Training Unit, Craft Instr
craft taught (the craft taught should match the modules reported), and report date.

***Note: The report date is the official completion date that will be indicated on all stud**

For each trainee clearly print or type last name first, followed by first name, and Social S

Enter the correct five digit Module ID# as found in the NCCER craft training catalog. In
system remember a 70% is the minimum-passing grade to receive credit for a module co
receive credit.

***Note: If module requires a Performance Test the instructor must indicate Pass (P) in**

Be sure the Craft Instructor, Training Unit Representative (if different), and Sponsor Repres

****Check off the trainee's name in the Release Form column if the trainee has completed and**
Form has been signed and is on file either at the Sponsor's office or at the NCCER Registry.

SAMPLE:

**** NOTE: Please Type or Print legibly.** ***Any ina***
and training records.

Training Sponsor: Training Sponsor Company, Inc.		Instructor: Joe Smith	
Training Unit:: Training Unit Location #1		SS#: 001-23-4567	
Trainee Name (Last Name, First Name)	Release Form ** ✓ Check	Trainee Social Security Number:	Trainee Employer:
Doe, John		123-56-7890	Johnson Con
		– –	
		– –	

If you have questions regarding completion of FORM 200 con

ompleting FORM 200

AINING REPORT FORM

uctor name and SS#, performance evaluator name and SS# (if different from craft instructor),

ent transcripts.

ecurity #. Be sure this information is accurate and legible.

dicate Pass (P) or the test pass date for each student tested. If you are using a numeric grading npletion. **Please do not report failing grades, only modules with passing grades will**

the column provided, in order for trainee to receive credit.

entative sign and date the bottom of Page 2 before submitting to the NCCER Registry.

signed the Registration and Release Form. *Checking this box is considered confirmation that the*

ccuracies on this form may be reflected on student's transcripts

	Performance Evaluator: (If different from craft instructor) SS#: ___-__-____	Craft Taught: Carpentry I	Date of Report: 1/5/97

	Mod. # 10101		Mod. # 10104		Mod. # 10105		Mod. # 10201		Mod. # 10203	
	Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:
str.	1/1/97	P	1/1/97	P	1/1/97	P	1/1/97	P	1/1/97	P

tact the NCCER Registrar at 352-334-0911 ext. 350/355 1/00

Form 200 – NCCER CRAFT TR

Who Will Use This Form: This form will be completed by NCCER-certified Craft Instructors, and verified by Training Unit Representatives, to report craft training module completion.
Action: The Training Unit Representative will assure timely completion of all information requested on this form. Forward one copy of the completed form to the Sponsor Representative. The Sponsor Representative will sign and mail or fax one copy to the NCCER for processing in the National Training Registry. Sponsors will keep one copy for local

NOTE: Please Type or Print Legibly *Any inaccuracies on this form*

Training Sponsor:	Instructor:
Training Unit:	SS#: ___-___-____

Trainee Name (Last Name, First Name)	Release Form ** ✓ Check	Trainee Social Security Number:	Traine Emplo
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	
		- -	

Return To: National Center for Construction Education and Research – Registry •

RAINING REPORT FORM, Page 1 of 2

reference. Do **NOT** send copies of tests or Performance Profiles to the NCCER. Use page 2 to report additional training. Form must be signed by the Craft Instructor, Training Unit Representative, and Sponsor Representative. **Please submit forms in a timely manner.**
Check off the trainee's name in the Release Form column if the trainee has completed and signed the Registration and Release Form. ***Checking this box is considered confirmation that the Form has been signed and is on file either at the Sponsor's office or at the NCCER Registry.***

may be reflected on student's transcripts and training records.

	Performance Evaluator: (If different from craft instructor) SS#: _ _ _ - _ _ - _ _ _ _	Craft Taught:	Date of Report:

ee oyer:	Mod. # & Suffix		Mod. # & Suffix		Mod. # & Suffix		Mod. # & Suffix		Mod. # & Suffix	
	Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:

P.O. Box 141104 • Gainesville FL 32614-1104 • Phone: 352-334-0911 Fax: 352-334-0932

Form 200 – NCCER CRAFT TRAINING REPORT FORM, Page 2 of 2

NOTE: Please Type or Print Legibly

Any inaccuracies on this form may be reflected on student's transcripts and training records.

Training Sponsor:	Instructor:	Performance Evaluator: (If different from craft instructor)	Craft Taught:	Date of Report:
Training Unit:	SS#: _ _ _ - _ _ - _ _ _ _	SS#: _ _ _ - _ _ - _ _ _ _		

Trainee Name (Last Name, First Name)	Release Form ** ✓ Check	Trainee Social Security Number:	Trainee Employer:	Mod. # & Suffix		Mod. # & Suffix		Mod. # & Suffix		Mod. # & Suffix		Mod. # & Suffix	
				Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:	Written Test	Perf. Test:
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											
		- -											

*Certified Craft Instructor Name (Print or Type): _____ Social Security #: _____

Craft Instructor Signature – I attest that all of the information reported on this form is true: _____ Date _____

Training Unit Representative : Name (Print/Type) _____ Signature _____ Date _____

Sponsor Representative: Name (Print/Type) _____ Signature _____ Date _____

Return To: National Center for Construction Education and Research – Registry • P.O. Box 141104 • Gainesville FL 32614-1104 • Phone: 352-334-0911 Fax: 352-334-0932 1/2000

*For additional instructors attach signature and social security number on letterhead.

National Center for Construction Education and Research

FORM 300 – Change of Sponsor Information

Use this form to report changes to the NCCER.

Please Type or Print legibly

Sponsor Name: _____

☐ **Sponsor** ___ New ___ Change Information ___ Drop **Effective Date:** ___-___-__

Sponsor Unit Representative: _____

Job Title: _____

Secondary Contact: _____ 2nd Contact Title: _____

Sponsor Name: _____

Sponsor Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

☐ **Training Unit** *New training units are to be registered using the Training Unit Information Form ___ Change Information ___ Drop

Effective Date: ___-___-__

Training Unit Representative: _____

Job Title: _____

Unit Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ _____

☐ **Master Trainer** ___ Drop ___ Change Information ___ Add ☐ **Craft Instructor** ___ Drop ___ Change Information ___ Add

Effective Date: ___-___-___

Name: _____

Social Security #: __ __ __ - __ __ - __ __ __ __

Job Title: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

11/00

FORM 300 – Change of Sponsor Information page 2 of 2

☐ **Trainee** ☐ **New Sponsor** **Effective Date:** ___-___-___

Name: _____

Social Security #: ___-___-____

Job Title: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Student's Phone: _____ Student's Fax: _____

Return to:
NCCER – Registrar
P.O. Box 141104
Gainesville FL 32614-1104
Phone 352-334-0920
fax 352-334-0931

NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH

Affiliated with the University of Florida

P.O. Box 141104
Gainesville, Florida 32614
(352) 334-0911 • (352) 334-0932 (Fax)
www.nccer.org